Purchase Card On-Line System (PCOLS)

Continuous Learning Module

for the Approving/Billing Official

Please dial in to join us.

Commercial 1-301-909-7349

OR

DSN 312-434-7349

Access Code: 35200666#

Training Overview

- Help and Support
- Purchase Card On-line System (PCOLS) Overview
- Enterprise Monitoring and Management of Accounts (EMMA)
- Authorization, Issuance and Maintenance (AIM)
- PCOLS Reporting
- Data Mining (DM)
- Risk Assessment (RAD)

Help and Support

PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: dlacontactcenter@dla.mil

Operation Hours: 24x7

PCOLS DAU Continuous Learning Module CLG005

http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1704

Contains: Role-Based Training for PCOLS

PCOLS Website at DAU Acquisition Community Connection (ACC)

https://acc.dau.mil/pcols

Contains: Site Deployment Packet, Interactive Tutorials, Frequently Asked Questions (FAQs), System User Manuals (EMMA, AIM)

milConnect link for Work Address Update

RAPIDS link for email address Update

PCOLS Overview

PCOLS Components

- **Enterprise Monitoring and Management of Accounts (EMMA)**
  - Used to provision users into roles in a hierarchy
  - Based on roles, grants access to the other PCOLS applications
- **Authorization, Issuance and Maintenance (AIM)**
  - System to issue and maintain Managing Accounts (MA) and Cardholder Accounts (CA)
  - Interfaces with the (currently) two banks
  - Store account information
- **PCOLS Reporting**
  - Provides reports based on Purchase Card accounts and users of AIM

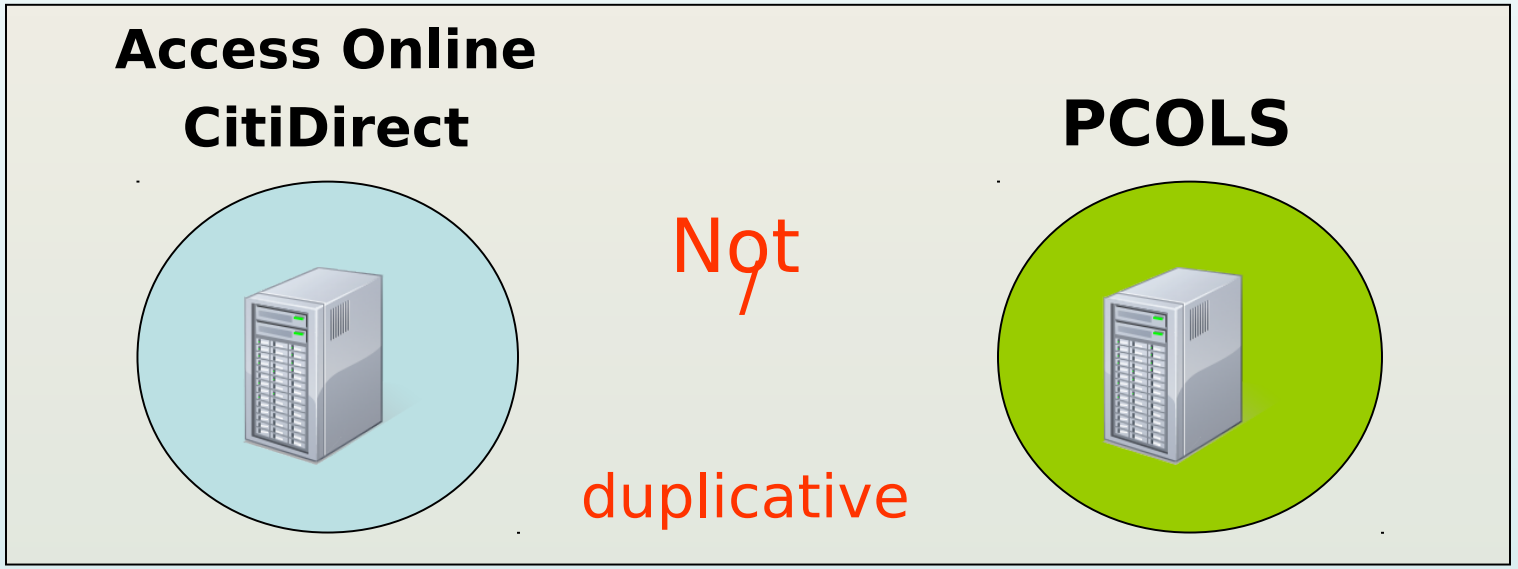
PCOLS Components *(cont'd)*

- **Data Mining (DM)**
  - Managed by third party vendor Northrup Grumman
  - Reviews all transactions of all CAs and scores the transactions based on risk of fraud, misuse, or abuse
  - Flagged transactions are to be reviewed and verified by the A/BO or A/BO Supervisor

- **Risk Assessment Dashboard(RAD)**
  - Reports an organization's "health" in the Purchase Card Program
    - *Health is based on risk-indicating controls*

Banking Systems

- PCOLS does not replace transaction-level, bank-operated systems
  - Access Online and CitiDirect
    - *Will be used before and after PCOLS implementation*
    - *Will provide capability to approve transactions*



PCOLS migrates manual Purchase Card processes to an electronic equivalent

Pools

- Pools are used to establish a group of individuals provisioned in the same roles in an organization
  - A/OPC and A/BO Supervisor roles – allows all members of the pool to own the same set of actions. For example, any pool member can act on any account associated with the organization.
  - **A/BO role – AIM includes all pool members in the list of available A/BOs for an account; however, individual users MUST be assigned as Primary or Alternate A/BO for an account in order for the A/BO to have access to the account.**
  - Cardholders (CH) Supervisor – AIM includes all pool members in the list of available CH Supervisors for an account. An individual must be assigned as the CH Supervisor for an account in order for the CH Supervisor to have access to the account.
  - Resource Manager – AIM allows all users assigned as an RM or RM Pool member in an organization to act on any account associated with any RM in the organization.

Enterprise Monitoring and Management of Accounts

Learning Objectives

- EMMA Background
- Defining:
  - Provisioning Process
  - Purchase Card Program hierarchy
- How to:
  - Accept A Position

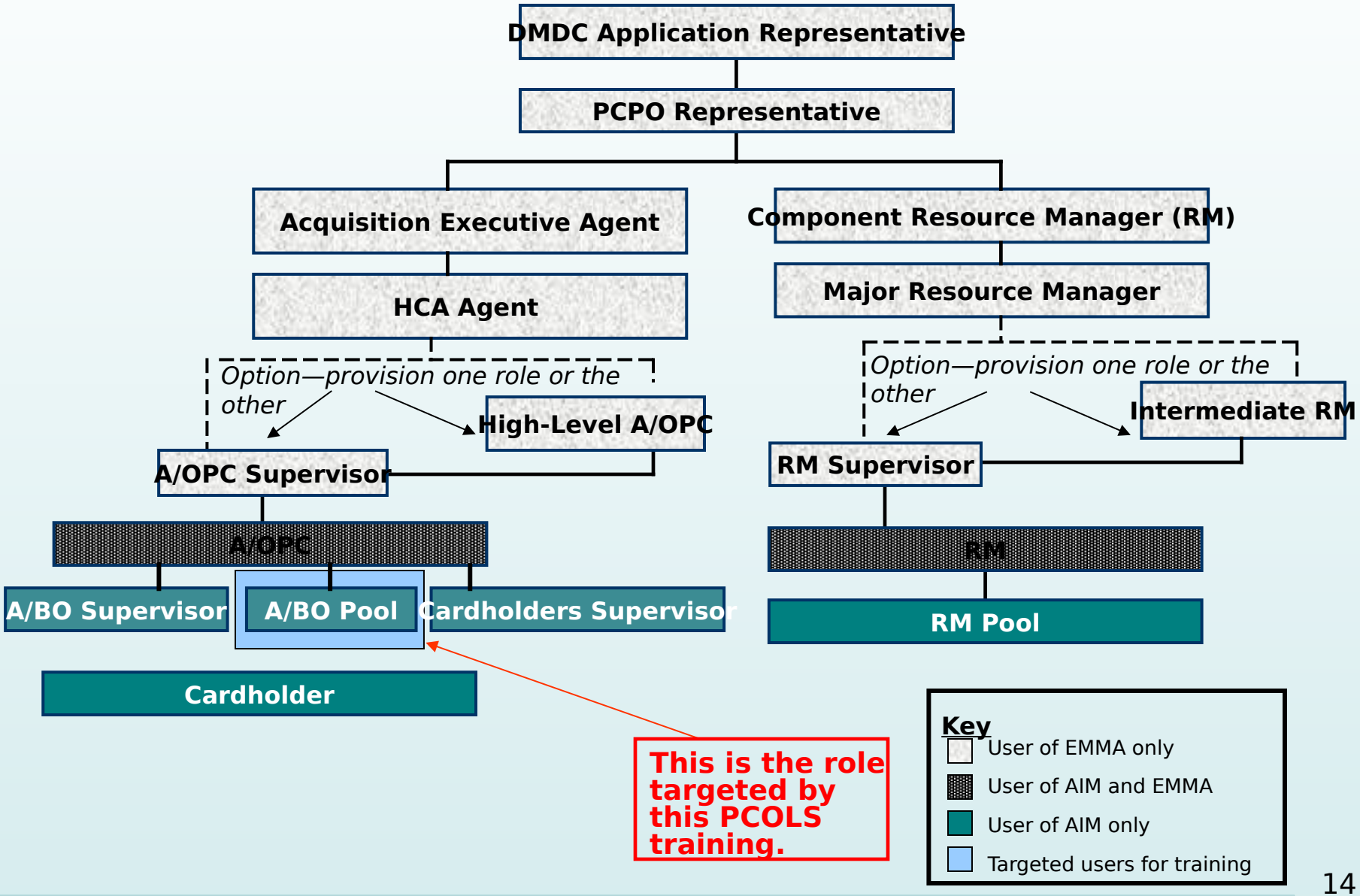
Detailed Overview

- Program-wide application
- Captures hierarchies to grant system access to authenticated users
  - The hierarchy incorporates Supervisors into the program
- Uses the Common Access Card (CAC) to link an individual to a role
- Allows A/OPCs to create roles under their own, to complete the hierarchy in an organization
- Other systems, such as AIM, use the roles in EMMA to grant permissions within the applications

Provisioning

- Electronic process of documenting the chain of command in the Purchase Card hierarchy
  - Top-down process
- Assigning uniquely identified individuals to specific roles
  - Enhances strategic program management
  - Increases security
  - Allows for improved future risk management
- Provisioning steps
  - Add a Role
  - Assign a User to the Role

Purchase Card Hierarchy



Accepting A Position

- In EMMA, The provisioning process has changed
- You will now “Accept Your Position”
- A Position Acceptance will be received and redeemed for each role provisioned
- Once you have accepted your position, your A/OPC will be notified by email
- If you receive a message that an error occurred, contact your A/OPC

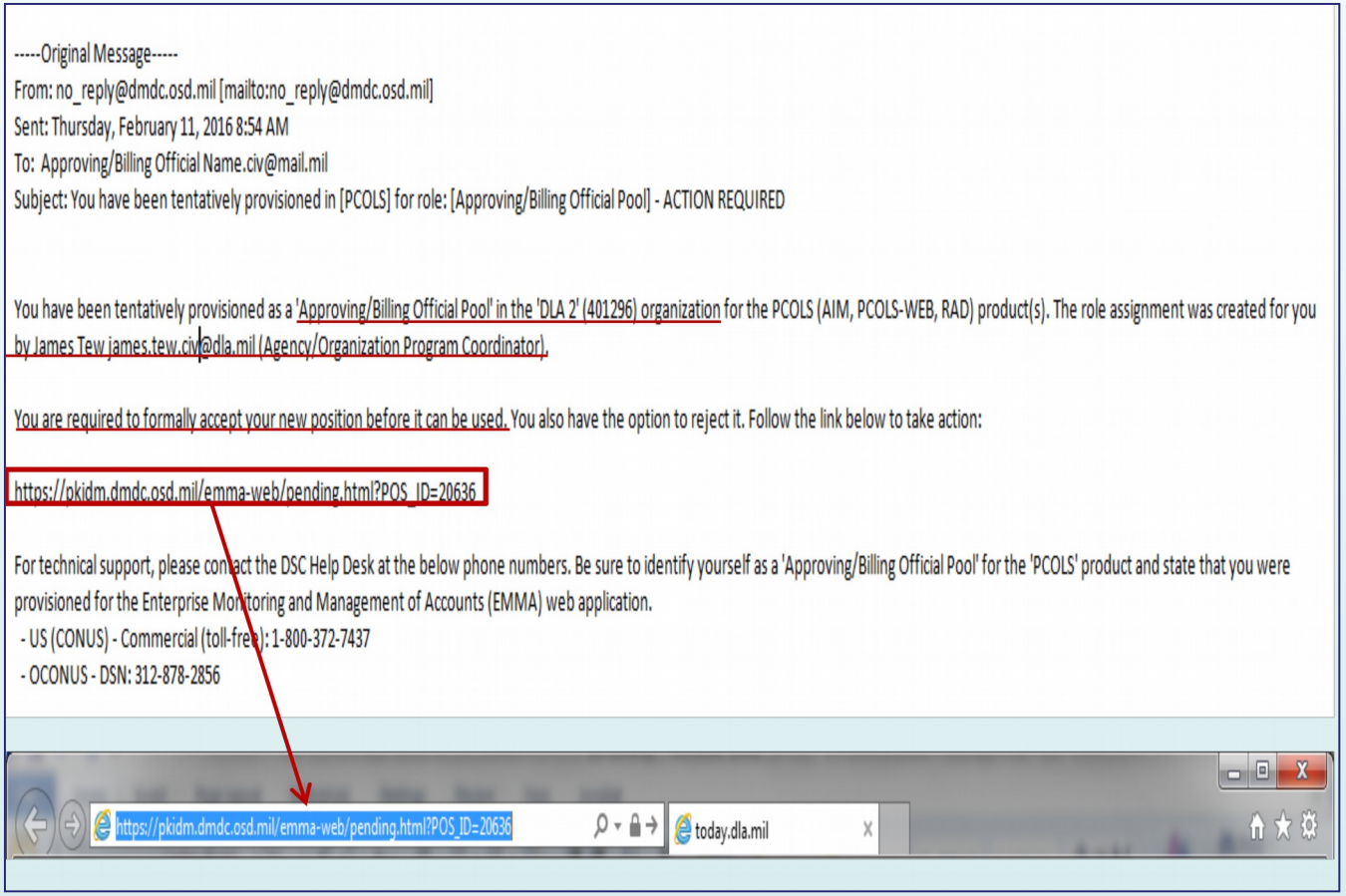
Accepting A Position

Enter the EDI/DOD Person ID Number (10 digit number located on the back of the users CAC) in the “Person ID” field on the Add User screen in EMMA

***NOTE* - your EDI/DOD Person ID Number is considered PII. Please ensure you are providing it to the person provisioning you in an encrypted email.**

Accepting A Position

The provisioned user will receive the below email tailored to the specific role and organization they are being added to as well as who provisioned them into the role.



-----Original Message-----
From: no_reply@dmdc.osd.mil [mailto:no_reply@dmdc.osd.mil]
Sent: Thursday, February 11, 2016 8:54 AM
To: Approving/Billing Official Name.civ@mail.mil
Subject: You have been tentatively provisioned in [PCOLS] for role: [Approving/Billing Official Pool] - ACTION REQUIRED

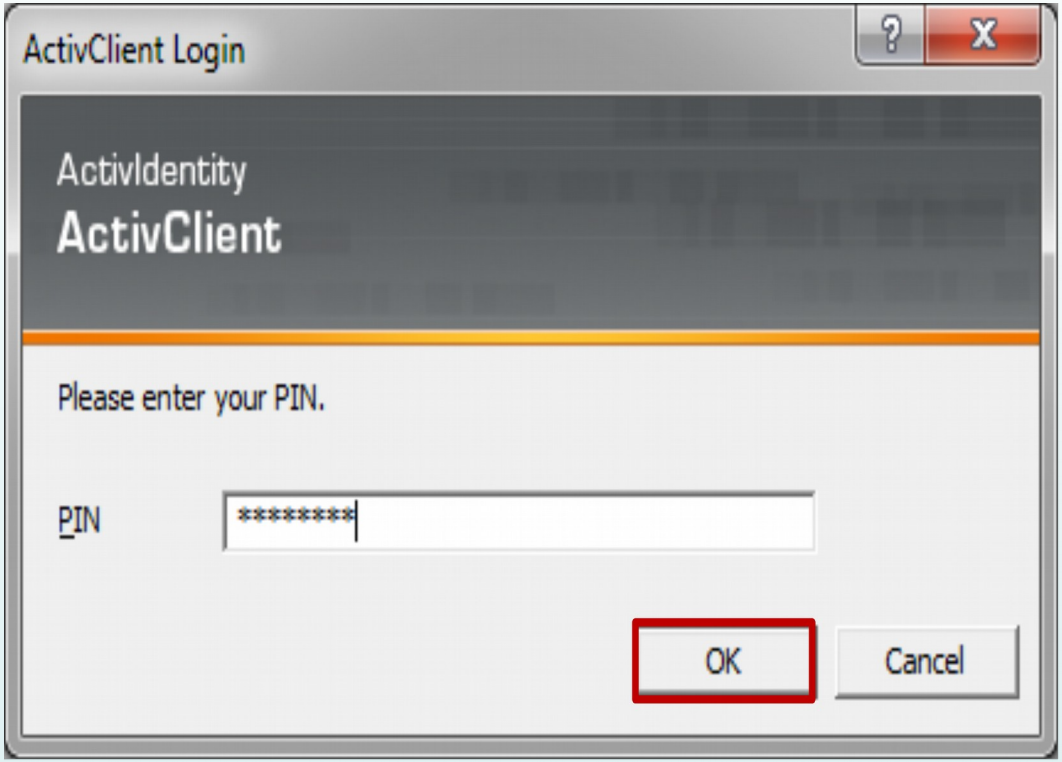
You have been tentatively provisioned as a 'Approving/Billing Official Pool' in the 'DLA 2' (401296) organization for the PCOLS (AIM, PCOLS-WEB, RAD) product(s). The role assignment was created for you by James Tew james.tew.civ@dla.mil (Agency/Organization Program Coordinator).

You are required to formally accept your new position before it can be used. You also have the option to reject it. Follow the link below to take action:

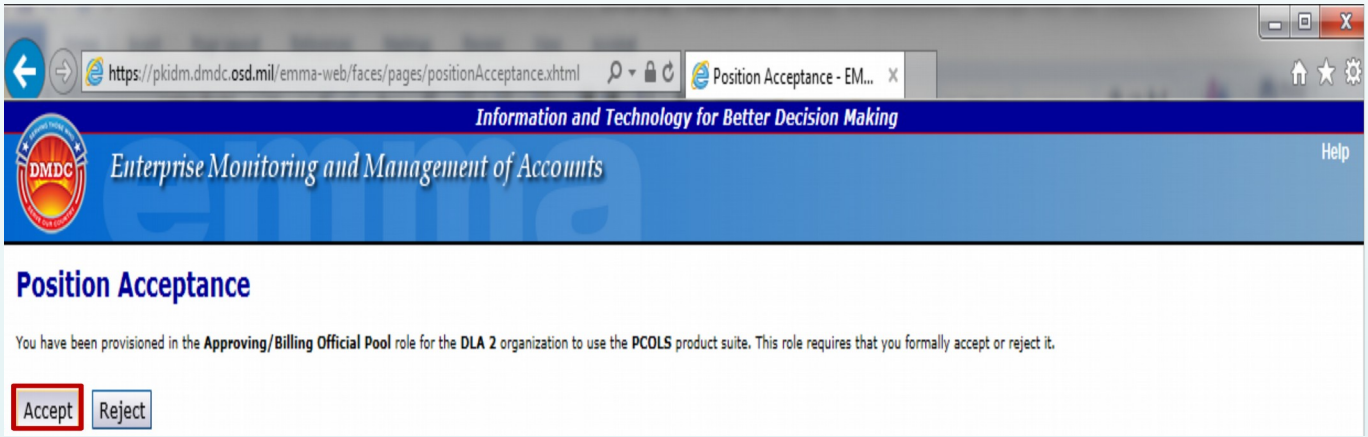
https://pkidm.dmdc.osd.mil/emma-web/pending.html?POS_ID=20636

For technical support, please contact the DSC Help Desk at the below phone numbers. Be sure to identify yourself as a 'Approving/Billing Official Pool' for the 'PCOLS' product and state that you were provisioned for the Enterprise Monitoring and Management of Accounts (EMMA) web application.
- US (CONUS) - Commercial (toll-free): 1-800-372-7437
- OCONUS - DSN: 312-878-2856

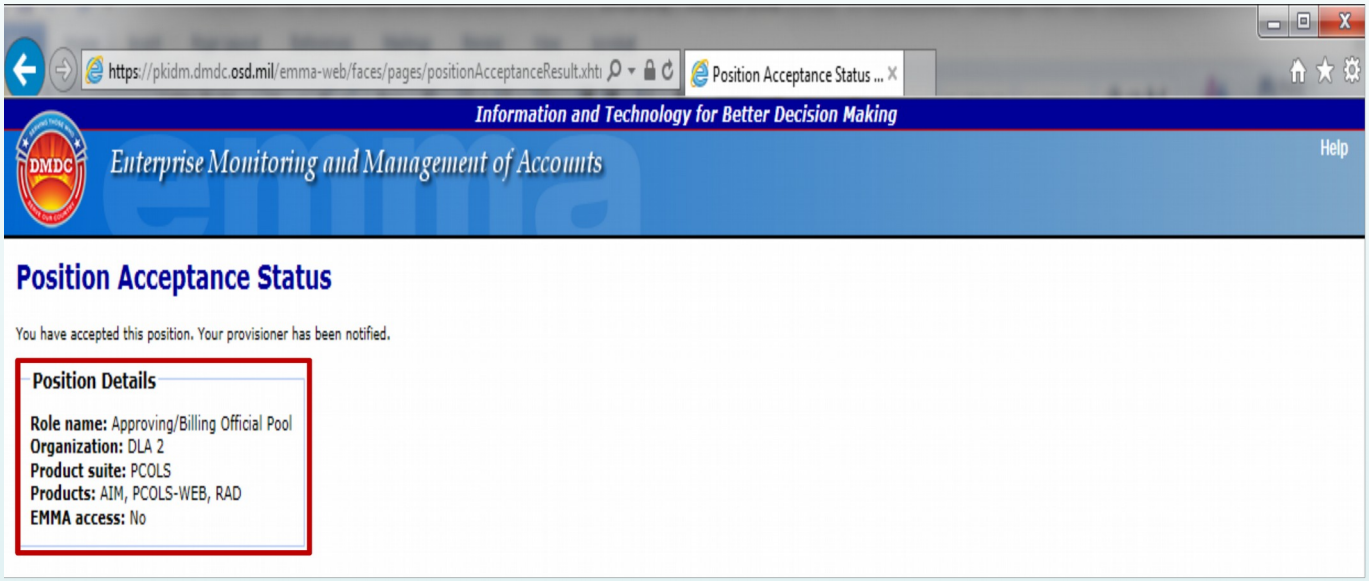
Accepting A Position



Accepting A Position


https://pkidm.dmdc.osd.mil/emma-web/faces/pages/positionAcceptance.xhtml
Position Acceptance - EM...
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance
You have been provisioned in the Approving/Billing Official Pool role for the DLA 2 organization to use the PCOLS product suite. This role requires that you formally accept or reject it.
Accept
Reject

Accepting A Position

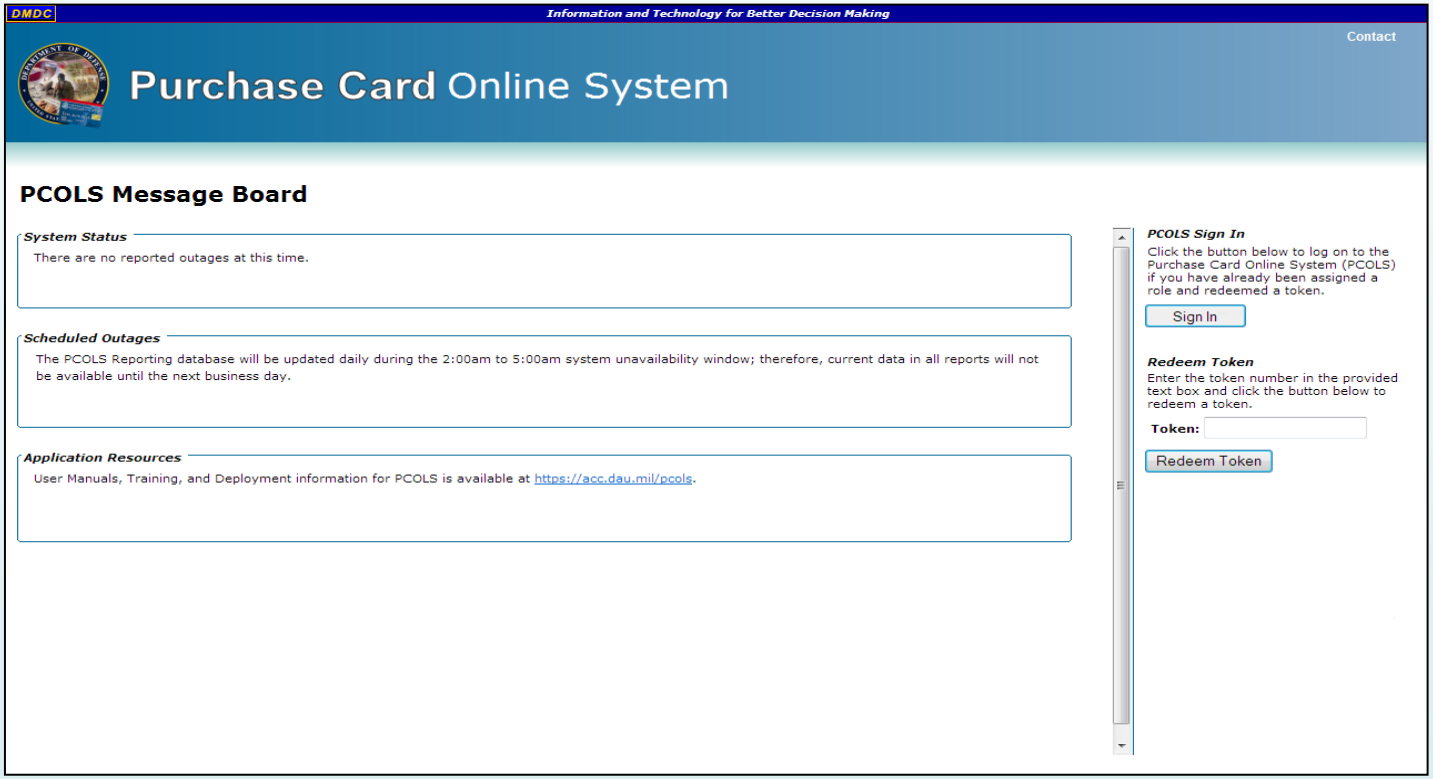


Logging on to PCOLS

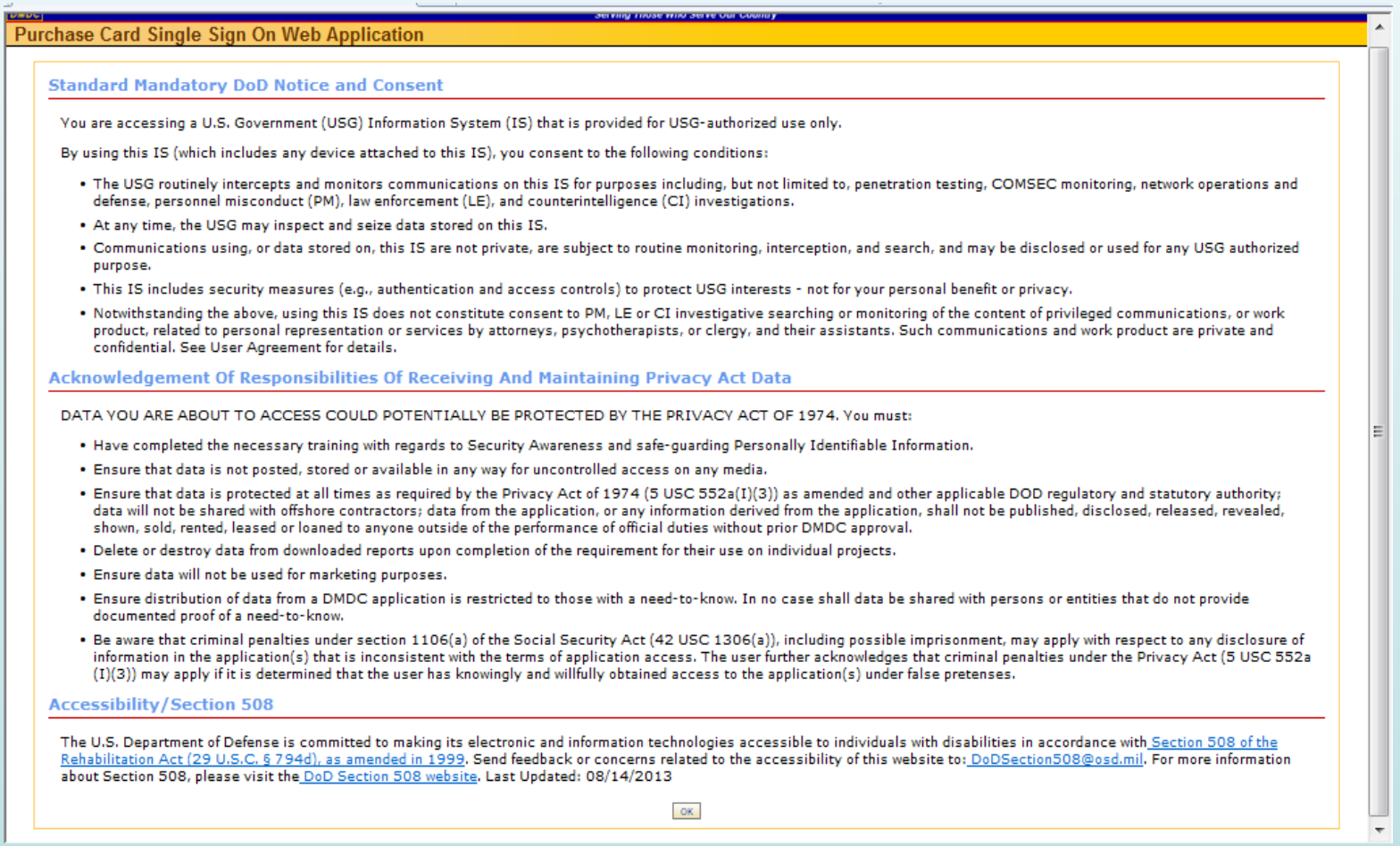
Logging in

Ogle web site: o to the PCOLS Single Sign-on (SRS):

https://www.dmdc.osd.mil/appj/pcols-web/


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card Online System
PCOLS Message Board
System Status
There are no reported outages at this time.
Scheduled Outages
The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.
Application Resources
User Manuals, Training, and Deployment information for PCOLS is available at https://acc.dau.mil/pcols.
PCOLS Sign In
Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed a token.
Sign In
Redeem Token
Enter the token number in the provided text box and click the button below to redeem a token.
Token:
Redeem Token

Notice and Consent



Purchase Card Single Sign On Web Application

Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

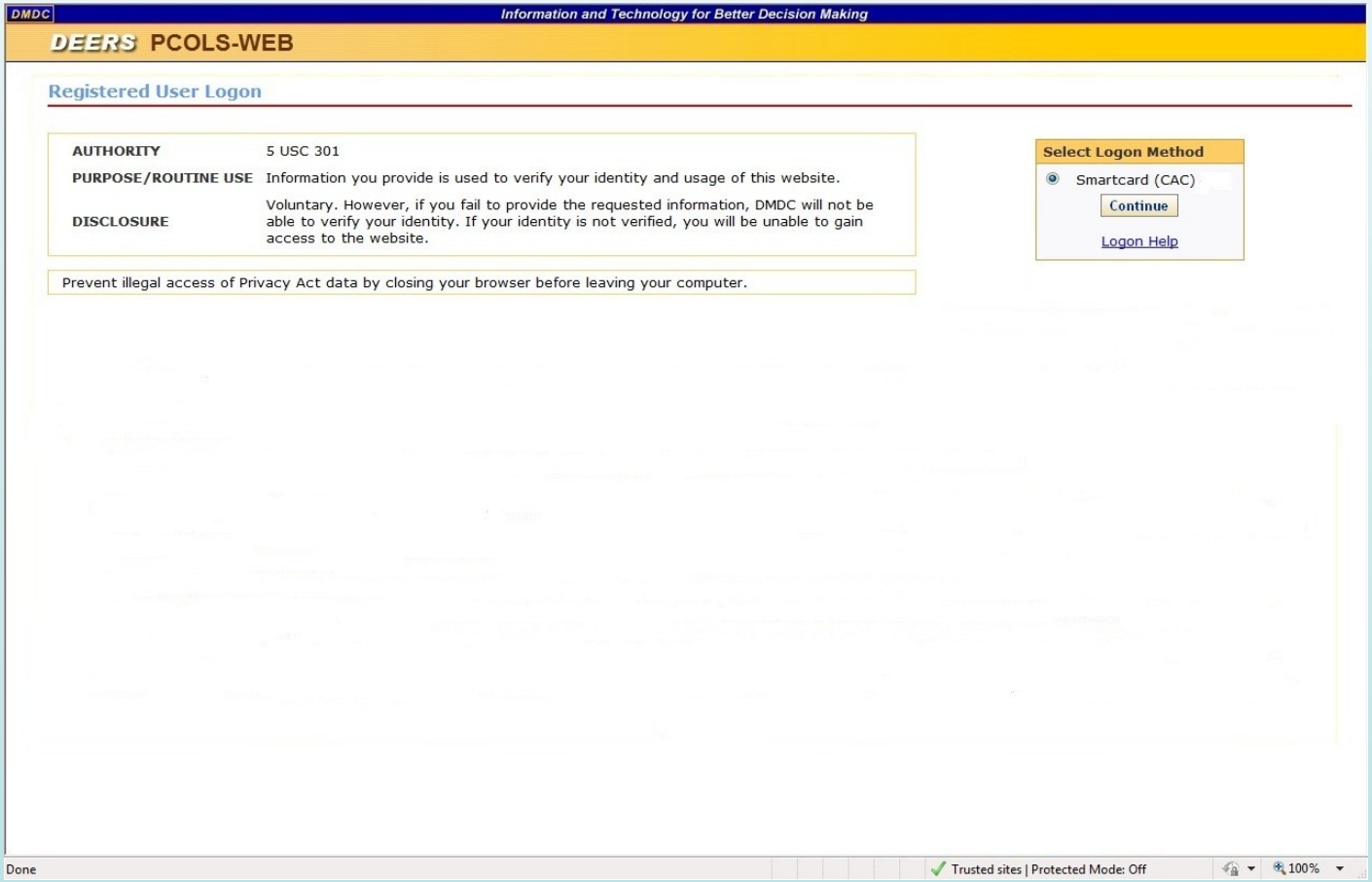
- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a (I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

Accessibility/Section 508

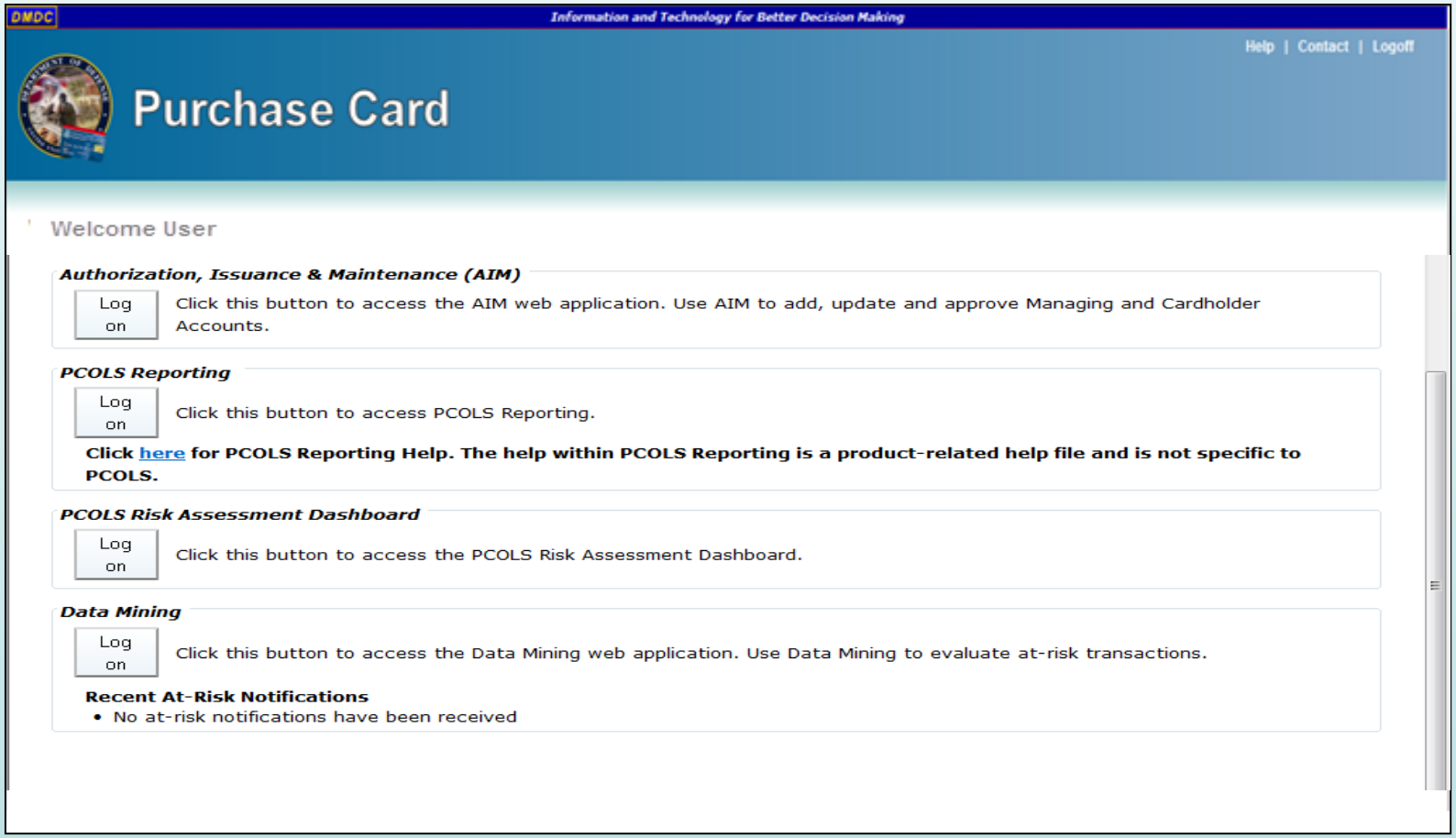
The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the DoD Section 508 website. Last Updated: 08/14/2013

OK

Registered User Logon


DMDC
Information and Technology for Better Decision Making
DEERS PCOLS-WEB
Registered User Logon
AUTHORITY
5 USC 301
PURPOSE/ROUTINE USE
Information you provide is used to verify your identity and usage of this website.
DISCLOSURE
Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.
Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.
Select Logon Method
Smartcard (CAC)
Continue
Logon Help
Done
Trusted sites | Protected Mode: Off
100%

Select Application


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
PCOLS Risk Assessment Dashboard
Log on
Click this button to access the PCOLS Risk Assessment Dashboard.
Data Mining
Log on
Click this button to access the Data Mining web application. Use Data Mining to evaluate at-risk transactions.
Recent At-Risk Notifications
• No at-risk notifications have been received

Authorization, Issuance and Maintenance

Learning Objectives

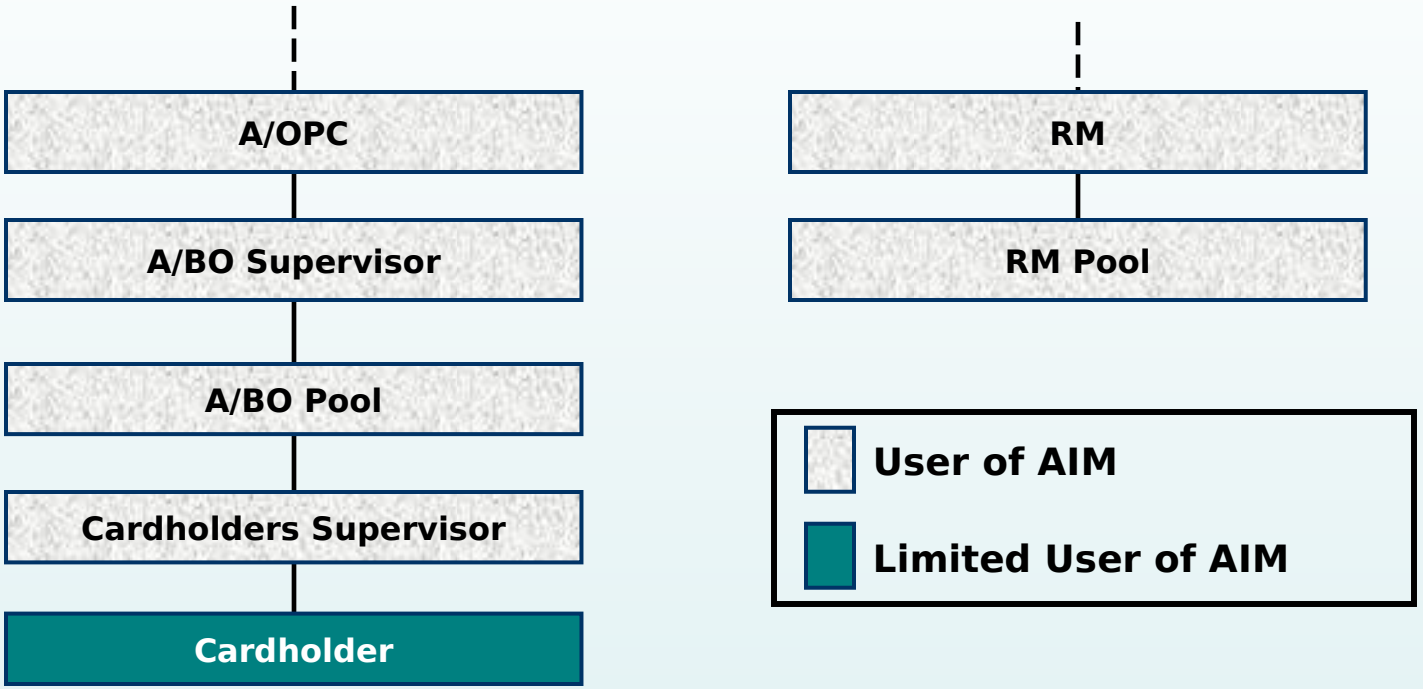
- AIM Background
- Roles and Responsibilities
- How to:
  - Log On
  - Check Your Task Inbox
  - Migration of Existing Accounts
  - Issue a Managing Account
  - Maintain a Managing Account
  - Issue a Cardholder Account
  - Resend Tokens and Task Email

Detailed Overview

- A workflow tool used to perform various Purchase Card Program account issuance and maintenance functions such as:
  - Updating Purchase Limits
  - Changing Merchant Category Codes (MCCs)
  - Ensuring that ongoing training requirements are met
  - Ensuring that lines of accounting are current

- Draws from hierarchies recorded in EMMA to determine who has responsibility and permission to initiate and approve requests for Account issuance and maintenance
- A live interface with the bank systems allows Account requests to be sent electronically
- Daily feeds from the bank systems allow both systems to be up to date with the current Account information
- Does not replace any existing systems to review and approve card transactions

Users of AIM



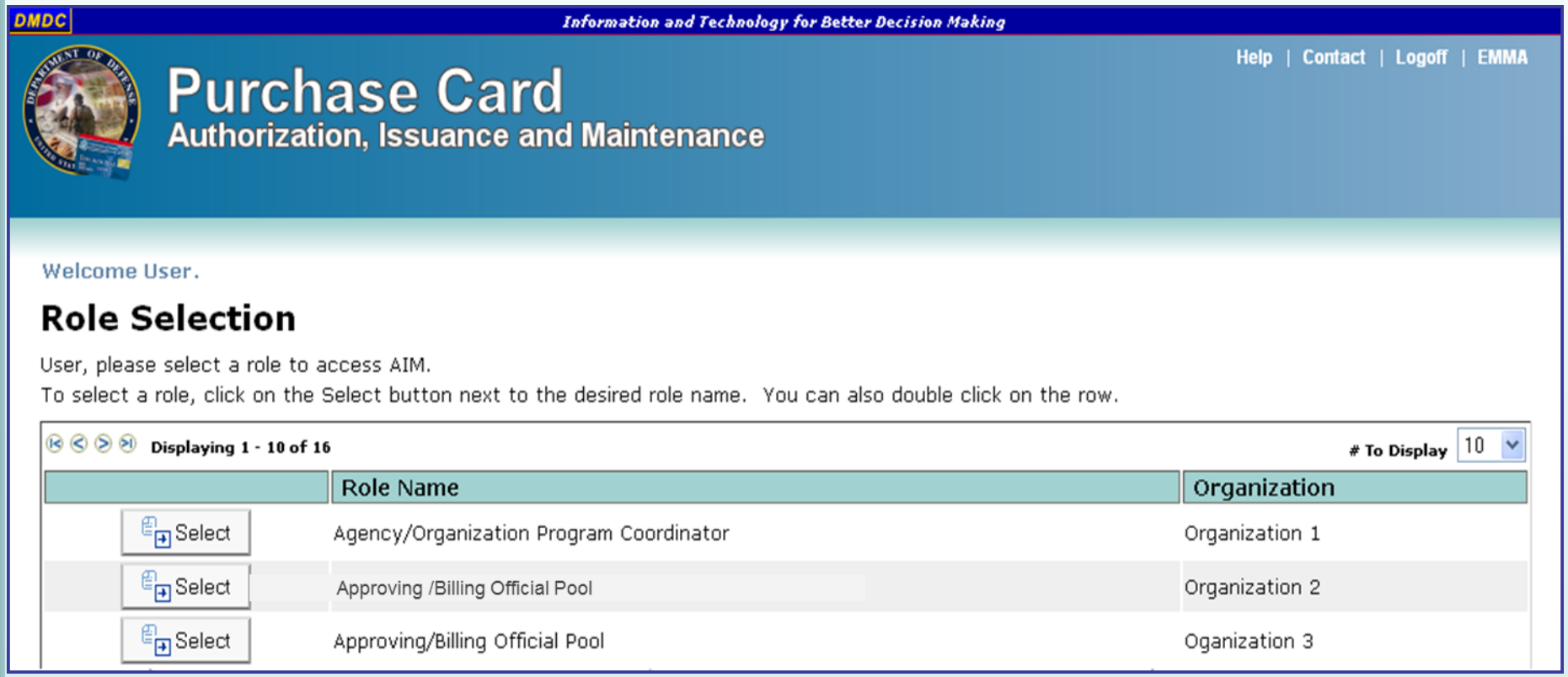
- RM and RM Pool are interchangeable in AIM
- Cardholders access AIM only during the Cardholder Account establishment
  - They must use a token to log into the application

Roles and Responsibilities - A/BO

- Accept Managing Account (MA) nominations
  - When revisions are made to a MA request, the A/BO Pool may update, approve, or terminate the request
- Initiate Cardholder Account (CA) requests
  - When revisions are made to a CA request, the A/BO Pool may update, approve, or terminate the request
    - ***When a nominated Cardholder rejects a nomination, the A/BO Pool nominates another Cardholder for the account***
- Perform MA maintenance
- Can resend Resource Manager and Cardholder tokens while account is in workflow
- Can resend Task emails while account is in workflow
- Maintain Cardholder Accounts (under development)
  - To assist with conducting periodic reviews to ensure appropriateness of CA purchase limits

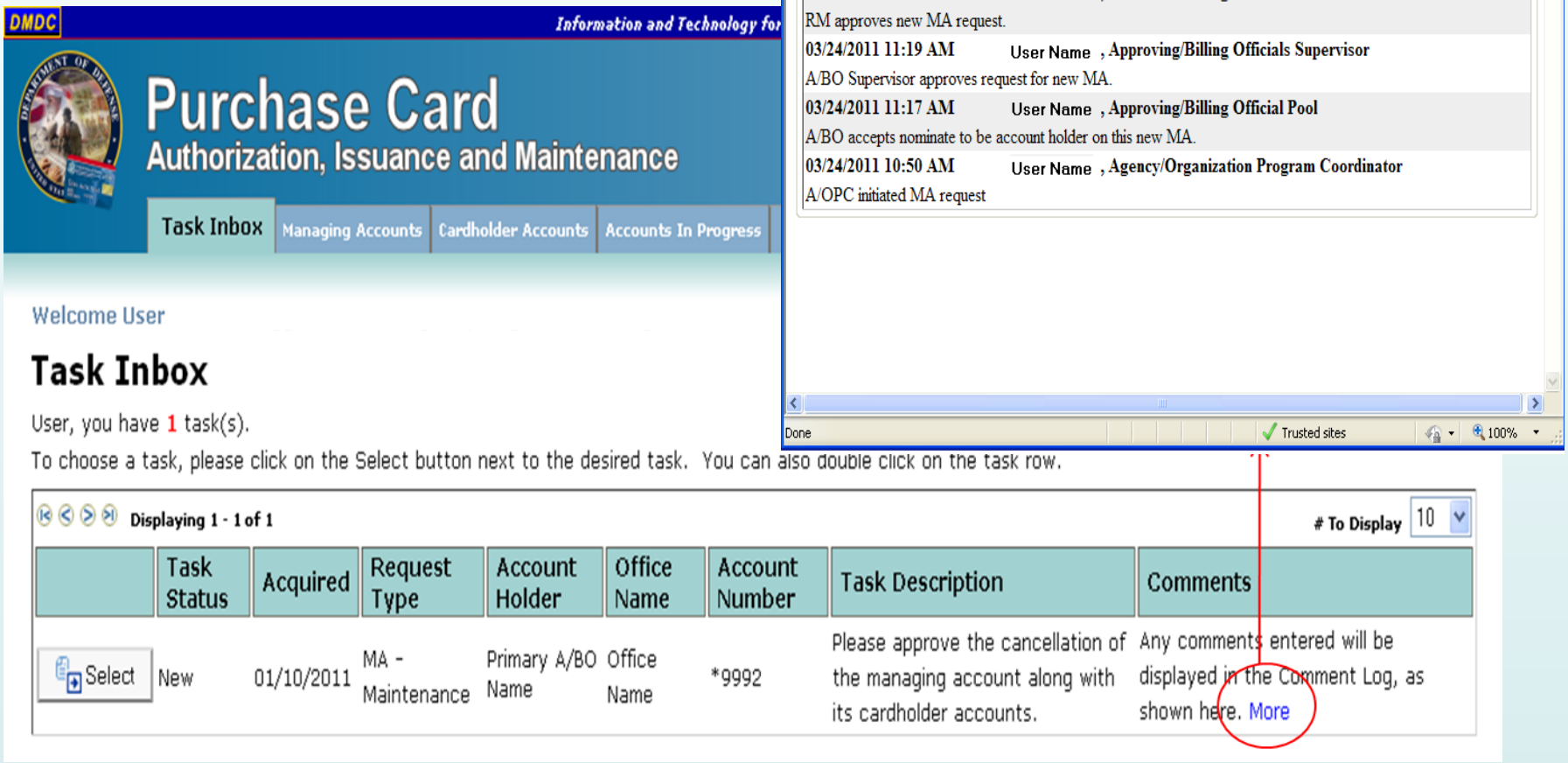
Selecting a Role

- If you hold multiple roles or are in multiple organizations, select the role that you would like to act upon for this session

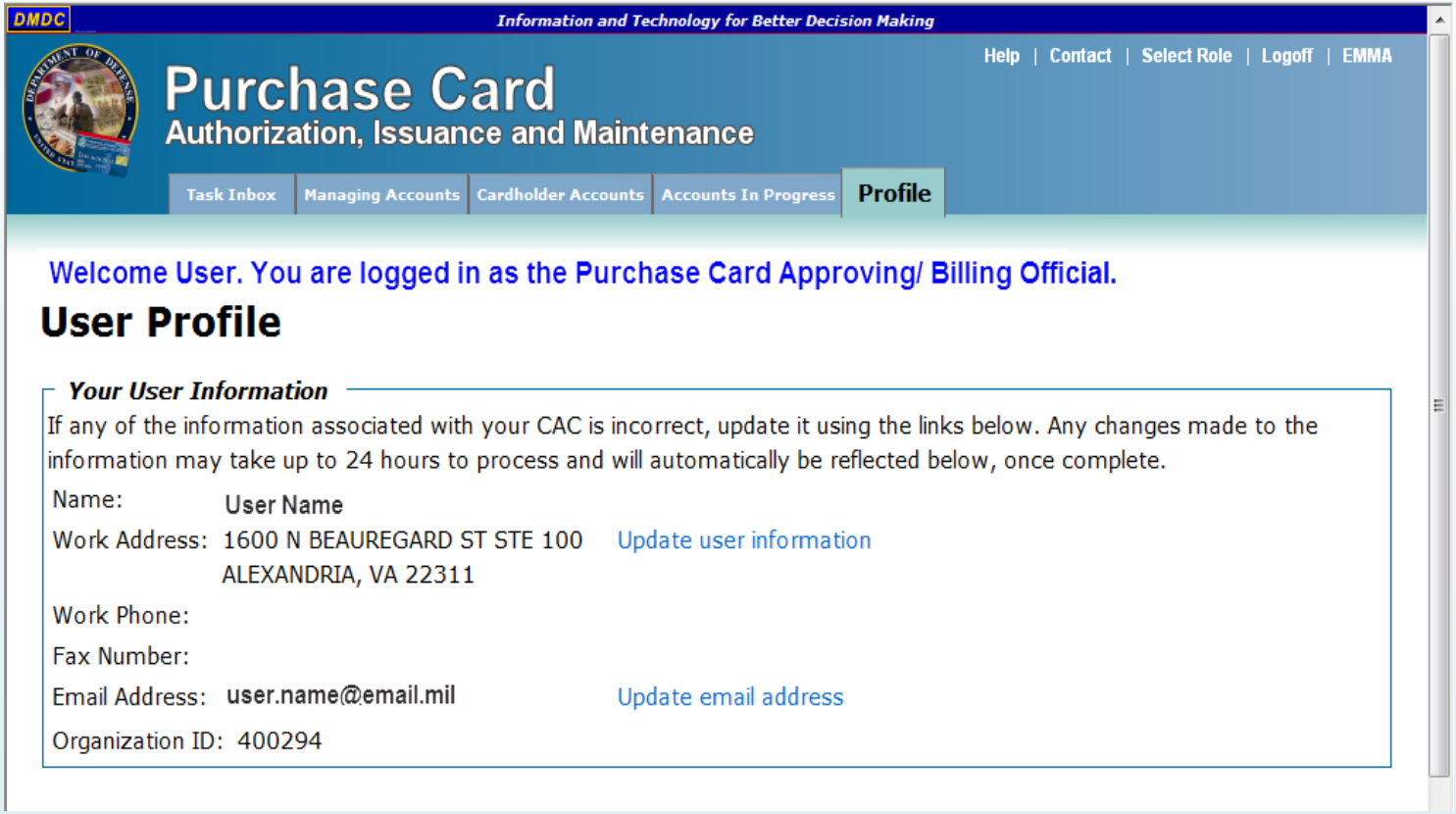

DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Welcome User.
Role Selection
User, please select a role to access AIM.
To select a role, click on the Select button next to the desired role name. You can also double click on the row.
Displaying 1 - 10 of 16
To Display 10
Role Name
Organization
Select
Agency/Organization Program Coordinator
Organization 1
Select
Approving /Billing Official Pool
Organization 2
Select
Approving/Billing Official Pool
Organization 3

Checking your Task Inbox

- Tasks for both Managing and Cardholder Accounts will be seen in the Task Inbox


Comment Log - Microsoft Internet Explorer provided by DLIS
Comment Log
03/24/2011 11:23 AM User Name , Resource Manager
RM approves new MA request.
03/24/2011 11:19 AM User Name , Approving/Billing Officials Supervisor
A/BO Supervisor approves request for new MA.
03/24/2011 11:17 AM User Name , Approving/Billing Official Pool
A/BO accepts nominate to be account holder on this new MA.
03/24/2011 10:50 AM User Name , Agency/Organization Program Coordinator
A/OPC initiated MA request
Done
Trusted sites
100%
DMDC
Information and Technology for
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Welcome User
Task Inbox
User, you have 1 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.
Displaying 1 - 1 of 1
To Display 10
Task Status
Acquired
Request Type
Account Holder
Office Name
Account Number
Task Description
Comments
Select
New
01/10/2011
MA - Maintenance
Primary A/BO Name
Office Name
*9992
Please approve the cancellation of the managing account along with its cardholder accounts.
Any comments entered will be displayed in the Comment Log, as shown here. More

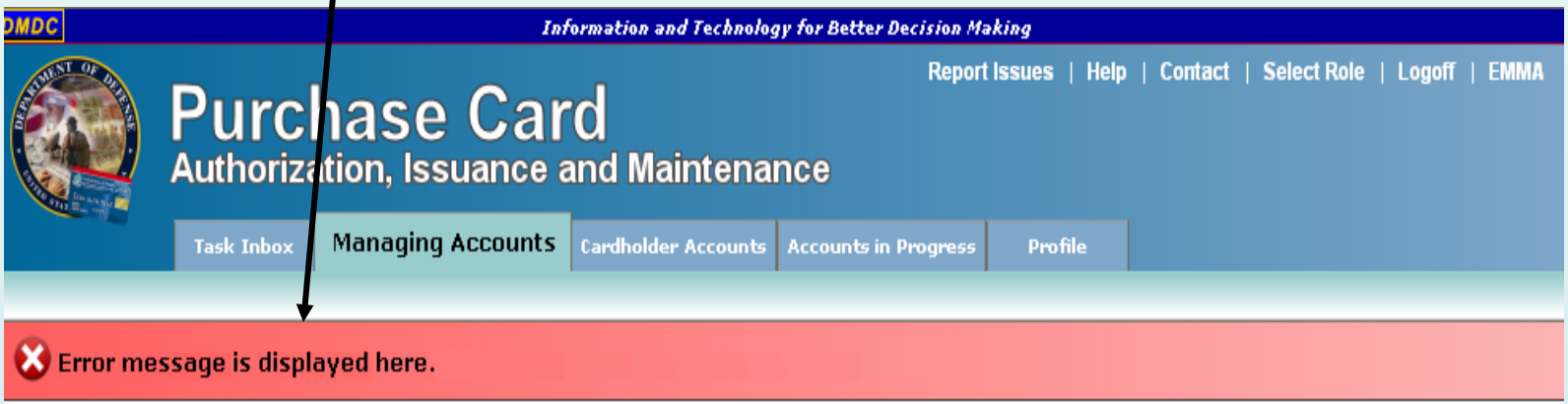
Other Users Profile


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User. You are logged in as the Purchase Card Approving/ Billing Official.
User Profile
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: 1600 N BEAUREGARD ST STE 100
ALEXANDRIA, VA 22311
Update user information
Work Phone:
Fax Number:
Email Address: user.name@email.mil
Update email address
Organization ID: 400294

Success / Error Messages

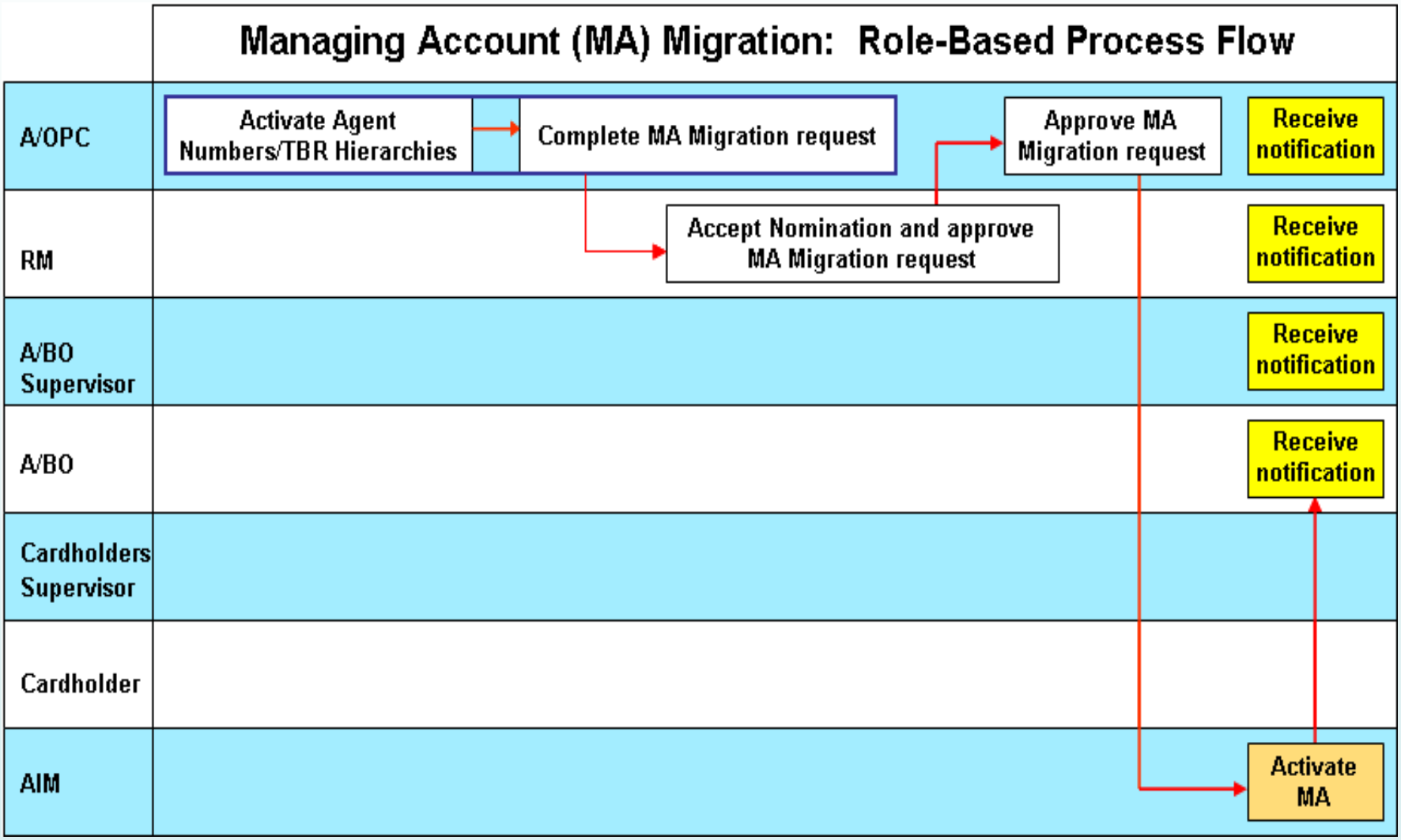
- Green Bar indicates the action was successful

- Red Bar indicates the action failed

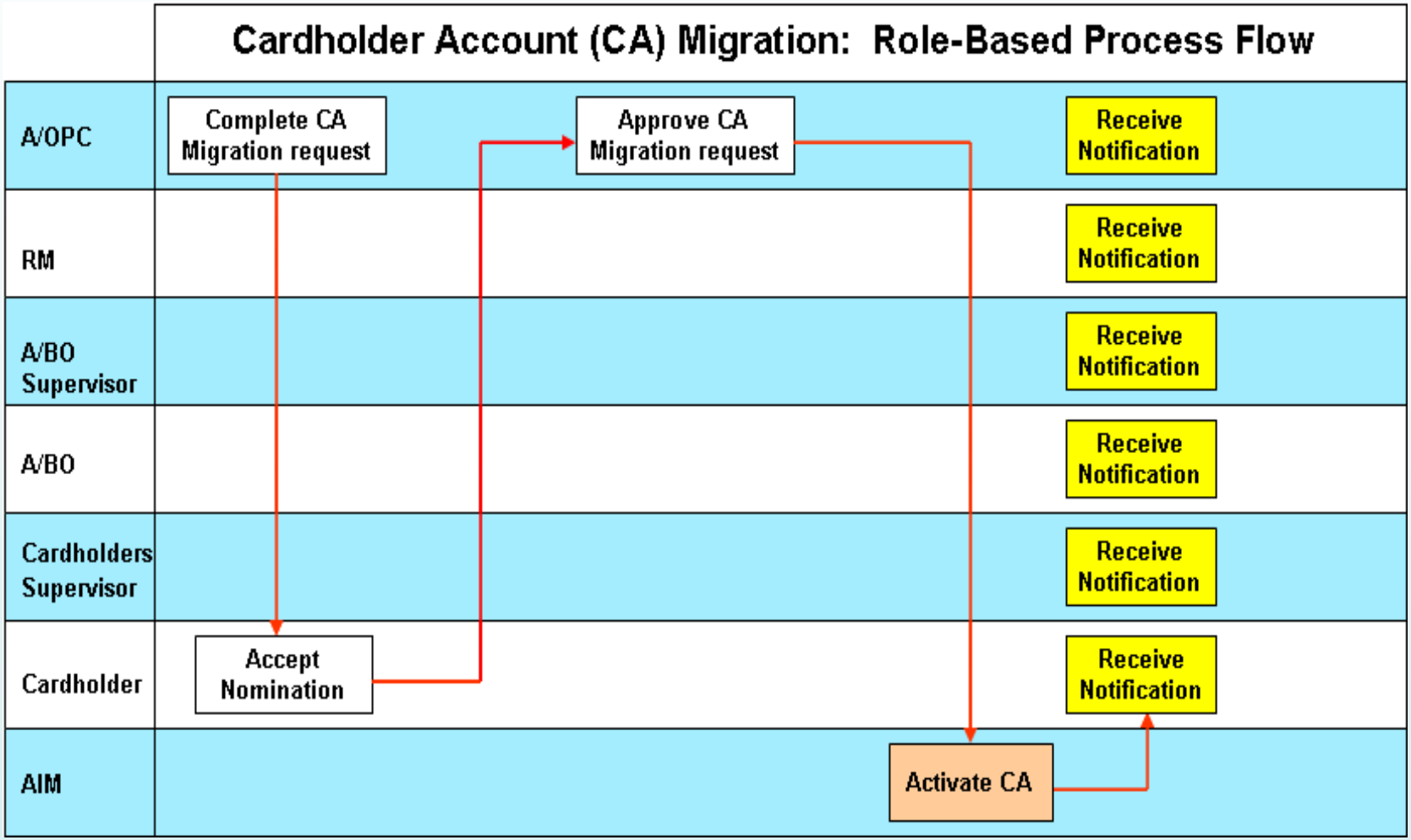


Account Migration

Managing Account Migration

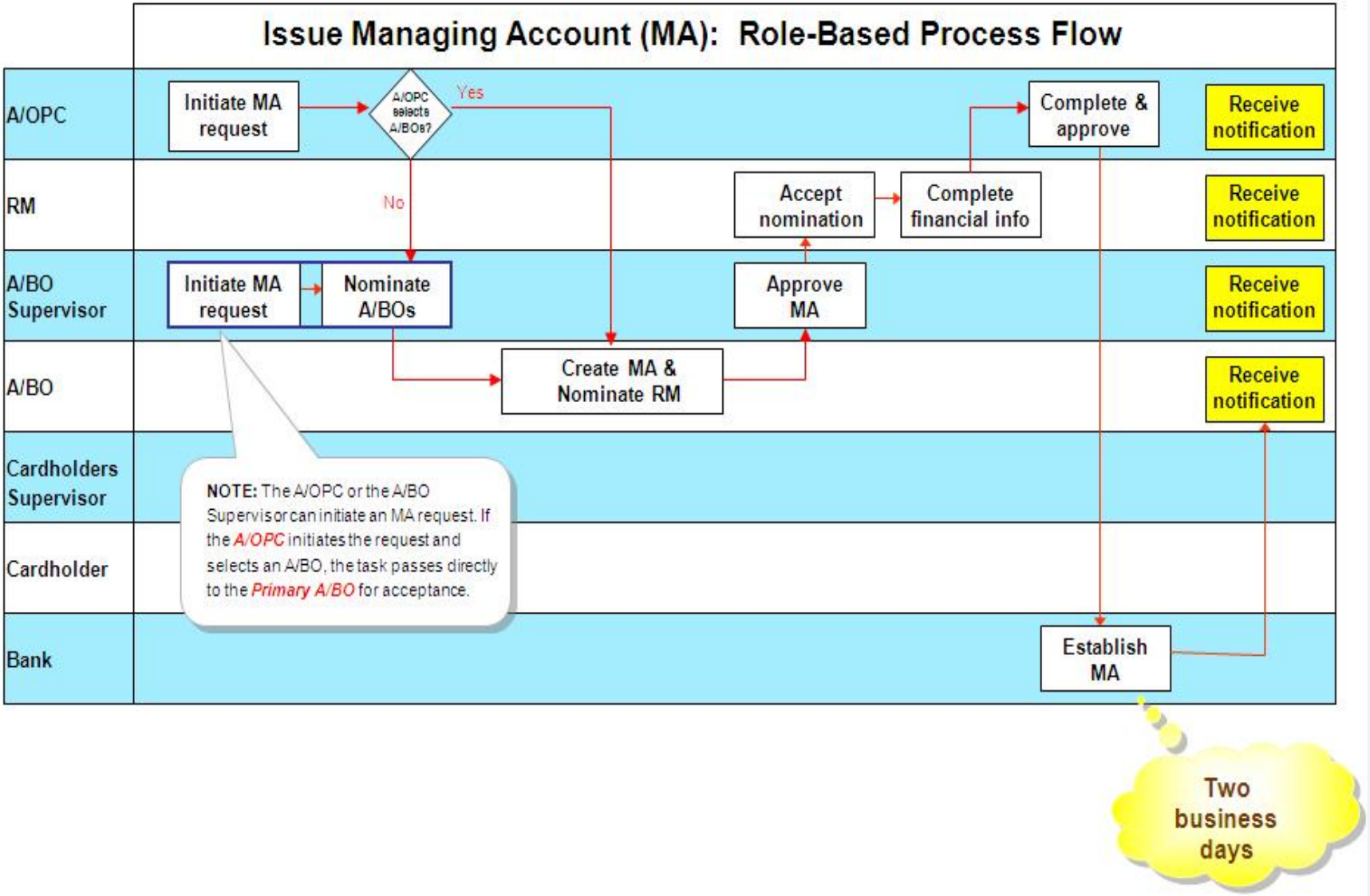


Cardholder Account Migration



Managing Accounts

Issuing a Managing Account



Issuing a Managing Account *(cont'd)*

a. A/OPC or A/BO Supervisor initiates new MA request

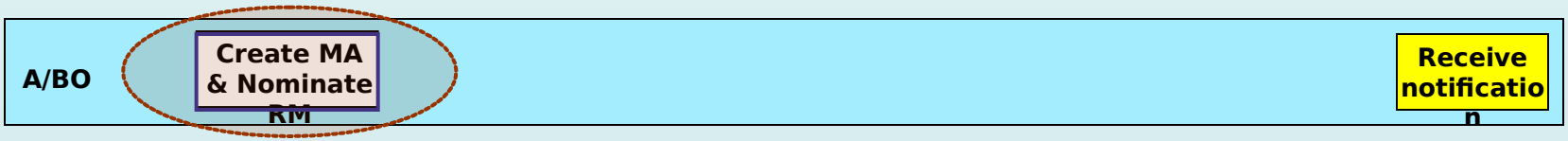
- A/OPC or A/BO Supervisor nominates the Primary A/BO and up to four Alternate A/BOs
- When complete, a PCOLS Task is sent to the Primary A/BO and a PCOLS Notification is sent to the Alternate A/BOs

Issuing a Managing Account *(cont'd)*

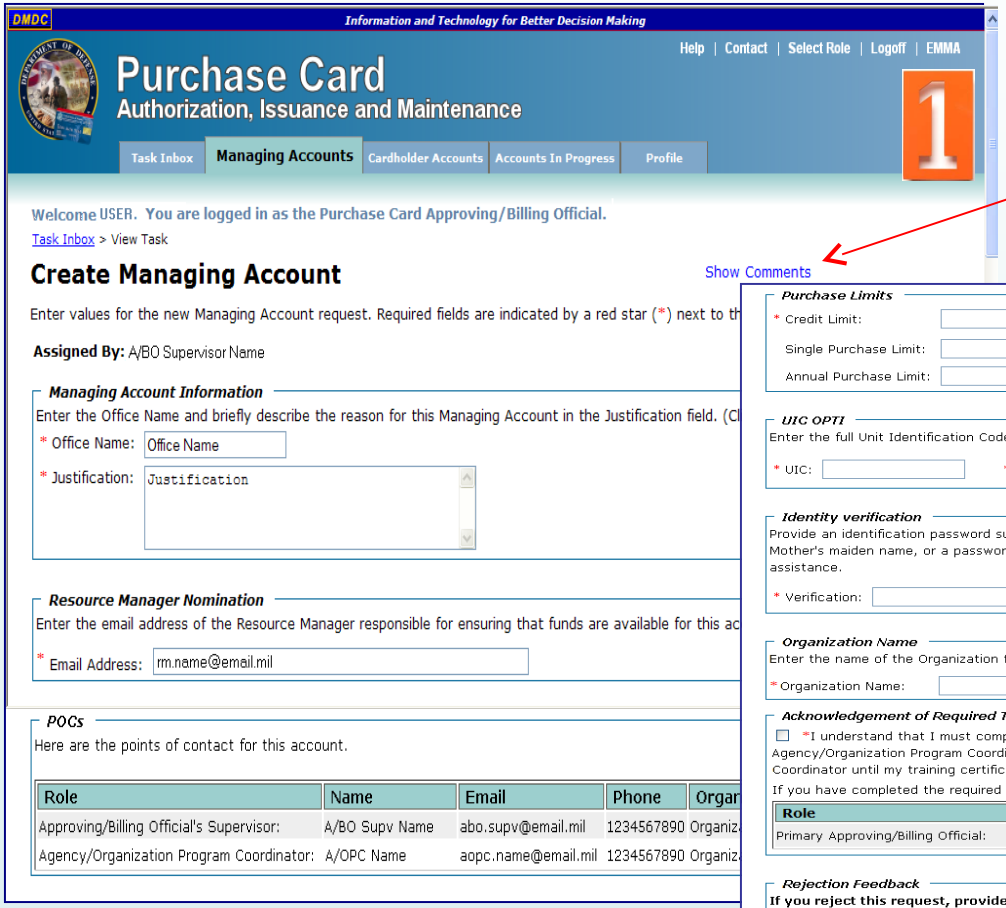
b. Primary A/BO accepts nomination and creates MA

- Enters Office Name and Justification
- Nominates a Resource Manager
- Enters Organization Name
- Enters Purchase Limits
- Enters Unit Identifier Code (UIC) and Obligation Processing Type Indicator (OPTI)*
- Enters Identity Verification*
- When complete, a PCOLS Task is sent to the A/BO Supervisor

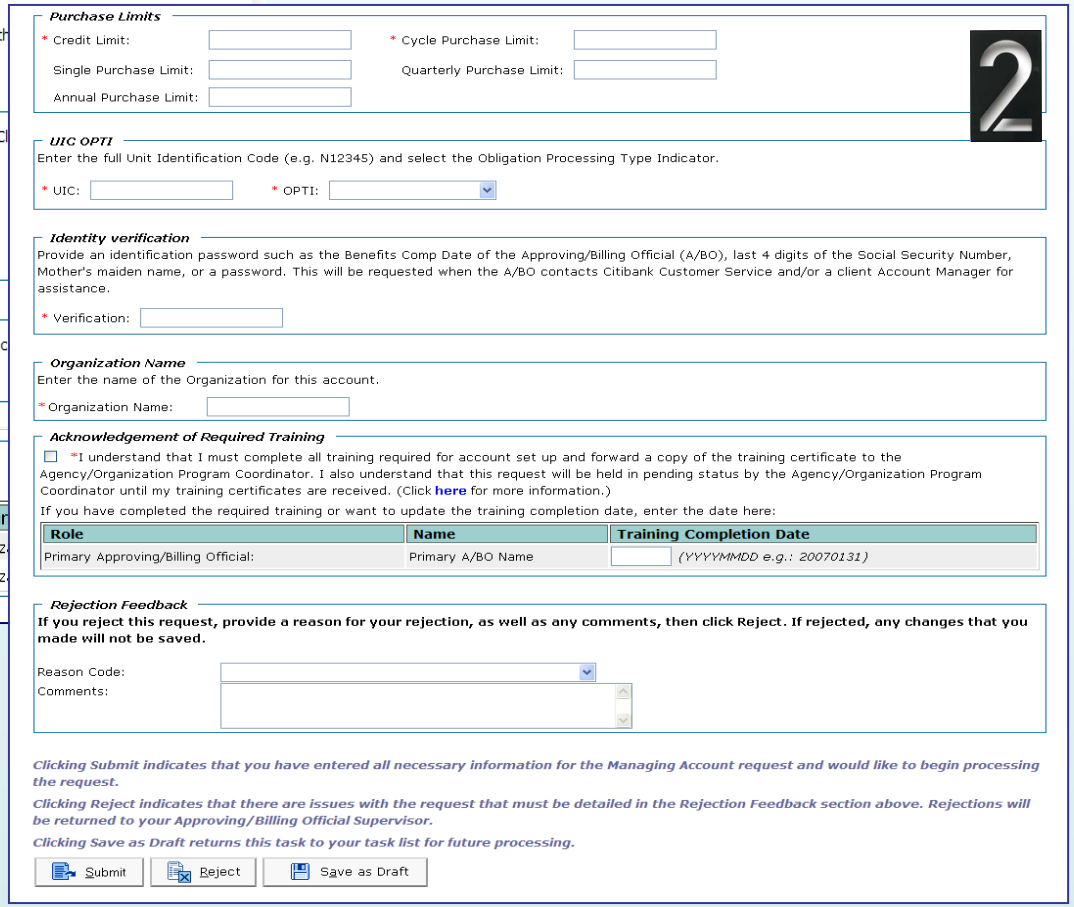
*** Navy users only**



Issuing a Managing Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
1
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome USER. You are logged in as the Purchase Card Approving/Billing Official.
Task Inbox > View Task
Create Managing Account
Show Comments
Enter values for the new Managing Account request. Required fields are indicated by a red star (*) next to th
Assigned By: A/BO Supervisor Name
Managing Account Information
Enter the Office Name and briefly describe the reason for this Managing Account in the Justification field. (Cl
* Office Name: Office Name
* Justification: Justification
Resource Manager Nomination
Enter the email address of the Resource Manager responsible for ensuring that funds are available for this ac
* Email Address: rm.name@email.mil
POCs
Here are the points of contact for this account.
Role
Name
Email
Phone
Organ
Approving/Billing Official's Supervisor:
A/BO Supv Name
abo.supv@email.mil
1234567890
Organiz
Agency/Organization Program Coordinator:
A/OPC Name
aopc.name@email.mil
1234567890
Organiz

Add comments throughout the workflow feature


Purchase Limits
* Credit Limit:
* Cycle Purchase Limit:
Single Purchase Limit:
Quarterly Purchase Limit:
Annual Purchase Limit:
2
UIC OPTI
Enter the full Unit Identification Code (e.g. N12345) and select the Obligation Processing Type Indicator.
* UIC:
* OPTI:
Identity verification
Provide an identification password such as the Benefits Comp Date of the Approving/Billing Official (A/BO), last 4 digits of the Social Security Number, Mother's maiden name, or a password. This will be requested when the A/BO contacts Citibank Customer Service and/or a client Account Manager for assistance.
* Verification:
Organization Name
Enter the name of the Organization for this account.
*Organization Name:
Acknowledgement of Required Training
*I understand that I must complete all training required for account set up and forward a copy of the training certificate to the Agency/Organization Program Coordinator. I also understand that this request will be held in pending status by the Agency/Organization Program Coordinator until my training certificates are received. (Click here for more information.)
If you have completed the required training or want to update the training completion date, enter the date here:
Role
Name
Training Completion Date
Primary Approving/Billing Official:
Primary A/BO Name
(YYYYMMDD e.g.: 20070131)
Rejection Feedback
If you reject this request, provide a reason for your rejection, as well as any comments, then click Reject. If rejected, any changes that you made will not be saved.
Reason Code:
Comments:
Clicking Submit indicates that you have entered all necessary information for the Managing Account request and would like to begin processing the request.
Clicking Reject indicates that there are issues with the request that must be detailed in the Rejection Feedback section above. Rejections will be returned to your Approving/Billing Official Supervisor.
Clicking Save as Draft returns this task to your task list for future processing.
Submit
Reject
Save as Draft

Issuing a Managing Account *(cont'd)*

c. A/BO Supervisor approves MA request

   c. Reviews the requested Purchase Limits and updates, if necessary

   d. Reviews the nominated RM and updates, if necessary

   e. A PCOLS Task with a token-embedded link is sent to the nominated Resource Manager

d. RM acts on their nomination for MA request

   - Accepts or rejects their nomination
   - Reviews the selected organization and update, if necessary

e. RM fills out financial information and approves MA request

   - Enters EDI payment, Reallocation Method, and Default Accounting Codes
   - Reviews Purchase Limits and updates, if necessary
   - When complete, a PCOLS Task is sent to the A/OPC

Issuing a Managing Account *(cont'd)*

f. A/OPC approves MA request

- Selects TBR hierarchy
- Selects Ship to role*
- Certifies the A/BOs have completed their training and enters the date of completion
- Certifies the Required Delegations and Appointments letter was issued and enters date for review
- Reviews Office Name, Justification, Purchase Limits, Organization Name, UIC*, and OPTI* and updates, if necessary
- When complete, the request is sent to the bank

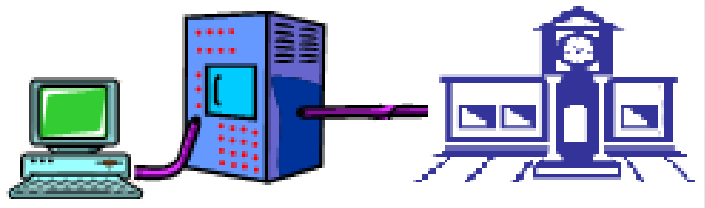
*** Navy users only**

Issuing a Managing Account *(cont'd)*

g. AIM sends MA request to bank

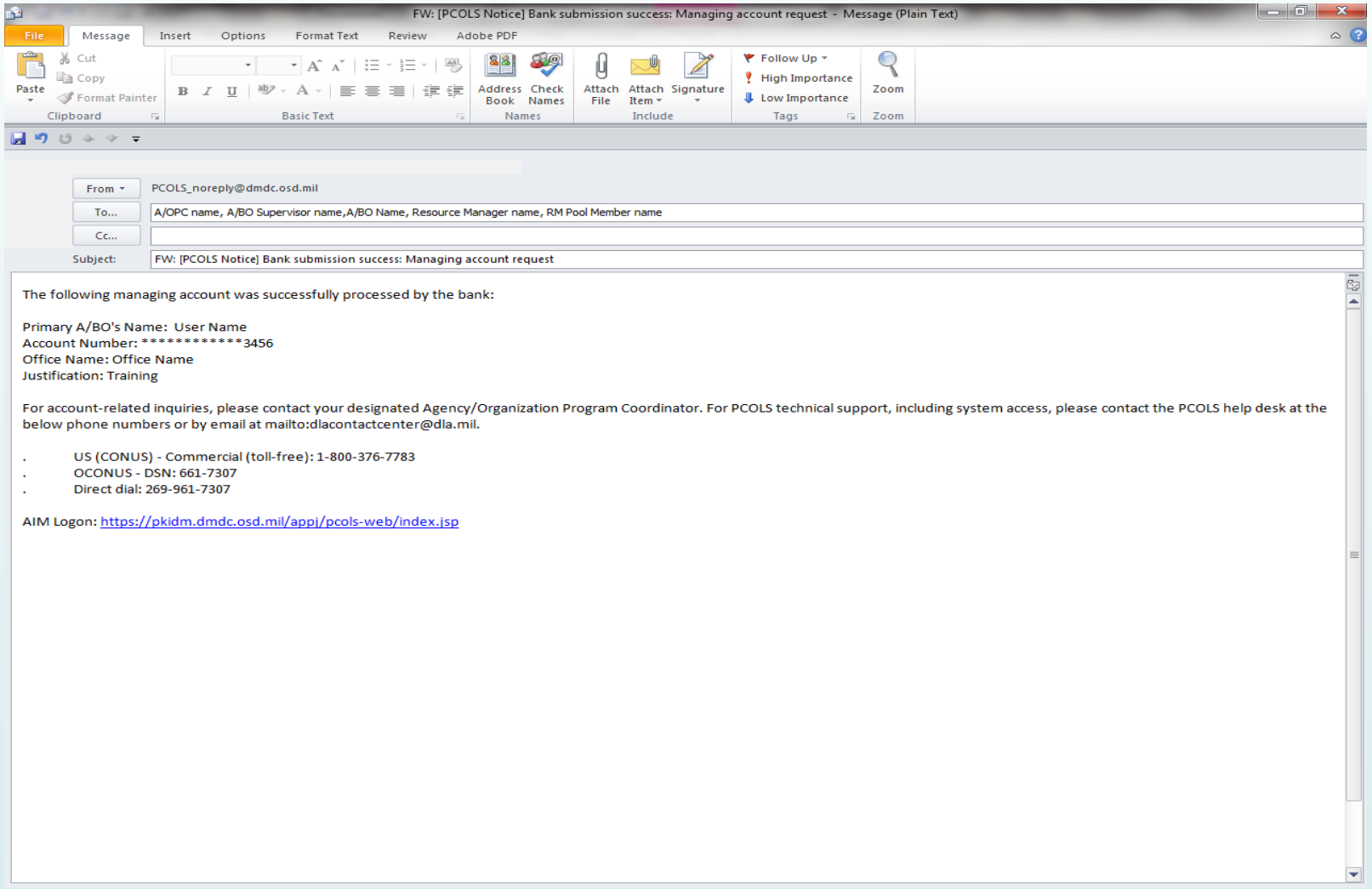
- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

h. After two business days, AIM generates email notification to all roles involved in issuance that the MA is active based on bank confirmation



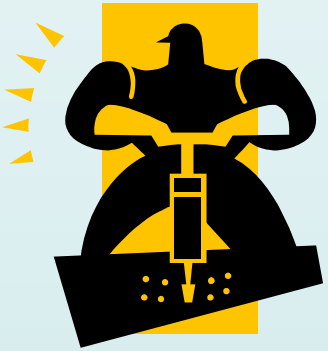
Issuing a Managing Account *(cont'd)*

- Managing Account has been successfully established!



Managing Account Maintenance

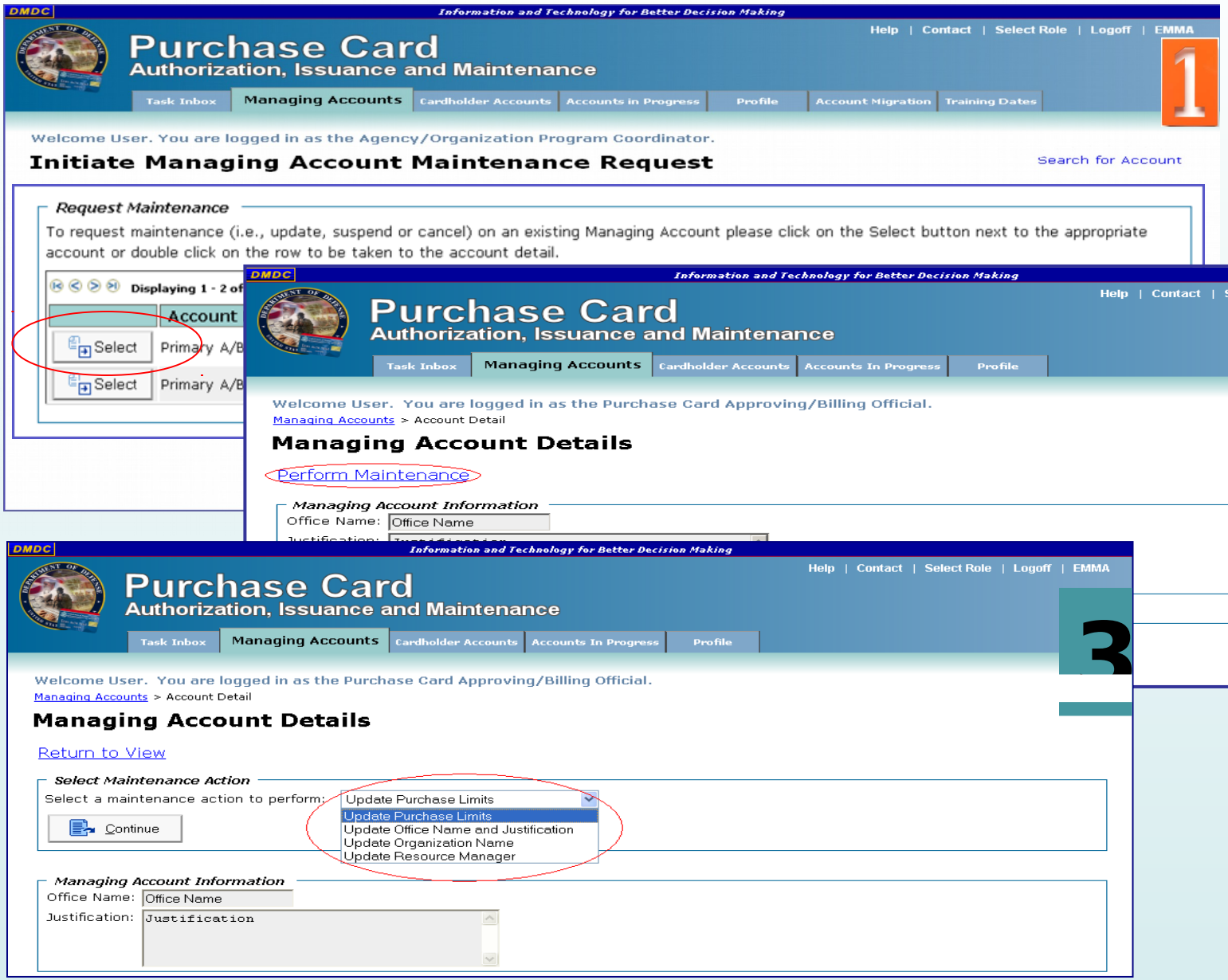
- The A/BO can initiate the following Managing Account maintenance actions:
  - Update Account Status (reactivate accounts)*
  - Update Resource Manager responsible for the account
  - Update Purchase Limits (increase/decrease)
  - Update Organization Names*
  - Update Office Name and Justification
  - Update Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) **



*** Not applicable for Navy users**

**** Navy users only**

Managing Account Maintenance (cont'd)


DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Help | Contact | Select Role | Logoff | EMMA
Task Inbox | Managing Accounts | Cardholder Accounts | Accounts in Progress | Profile | Account Migration | Training Dates
1
Welcome User. You are logged in as the Agency/Organization Program Coordinator.
Initiate Managing Account Maintenance Request
Search for Account
Request Maintenance
To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.
Displaying 1 - 2 of
Account
Select
Primary A/B
Select
Primary A/B
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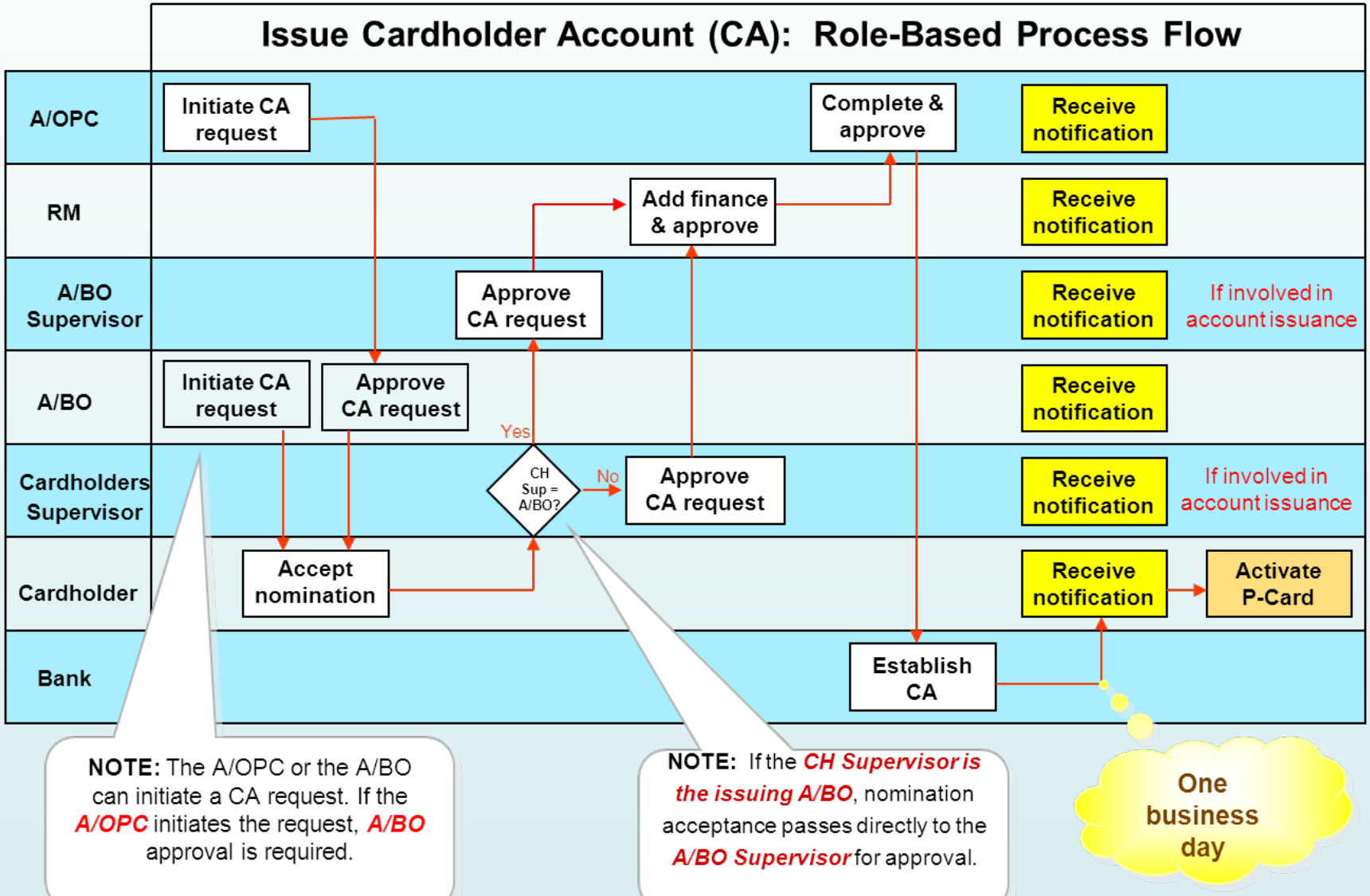
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Help | Contact | Select Role | Logoff | EMMA
Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile
2
Welcome User. You are logged in as the Purchase Card Approving/Billing Official.
Managing Accounts > Account Detail
Managing Account Details
Perform Maintenance
Managing Account Information
Office Name: Office Name
DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Help | Contact | Select Role | Logoff | EMMA
Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile
3
Welcome User. You are logged in as the Purchase Card Approving/Billing Official.
Managing Accounts > Account Detail
Managing Account Details
Return to View
Select Maintenance Action
Select a maintenance action to perform: Update Purchase Limits
Update Purchase Limits
Update Office Name and Justification
Update Organization Name
Update Resource Manager
Continue
Managing Account Information
Office Name: Office Name
Justification: Justification

Cardholder Accounts

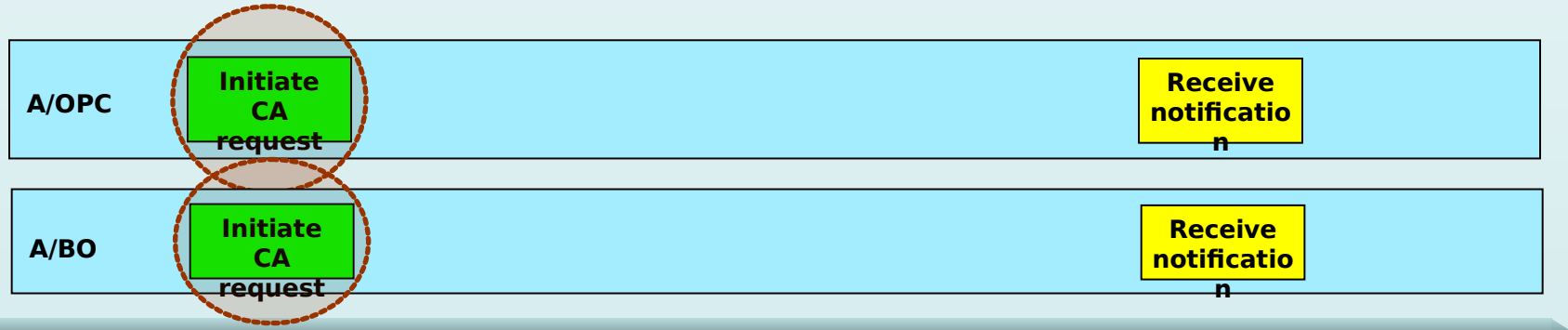
Issuing a Cardholder Account



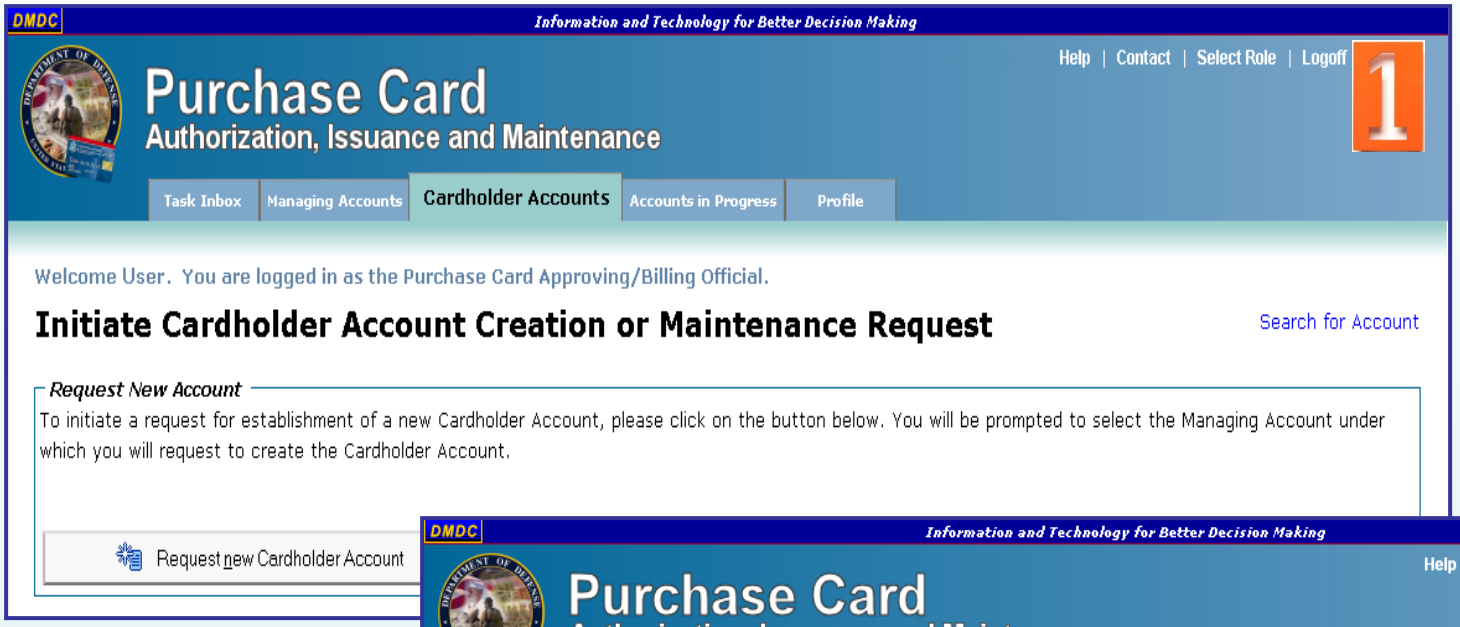
Issuing a Cardholder Account *(cont'd)*

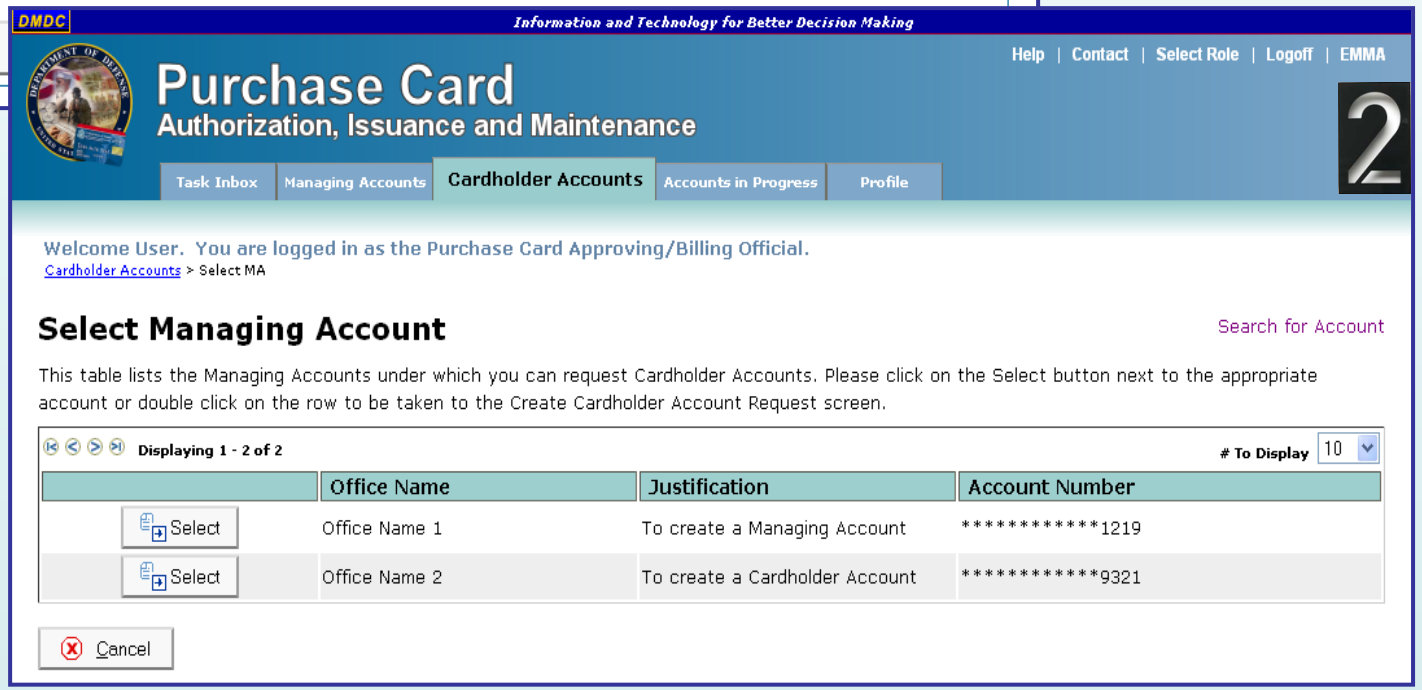
a. A/OPC or A/BO initiates Cardholder Account (CA) request

- Selects the Managing Account that will hold the new CA
- Enters the Office Name and Justification
- Selects the Cardholders Supervisor
  - *This may be the same person as the A/BO*
- Enters the nominated Cardholder's email address where AIM will send the token
- Reviews the Card Embossing options and updates, if necessary
- Selects one of the Card/Convenience checks issuance options
- Enters the applicable MCCs
- When complete, an email notification is sent to the nominated Cardholder with an AIM token-embedded link

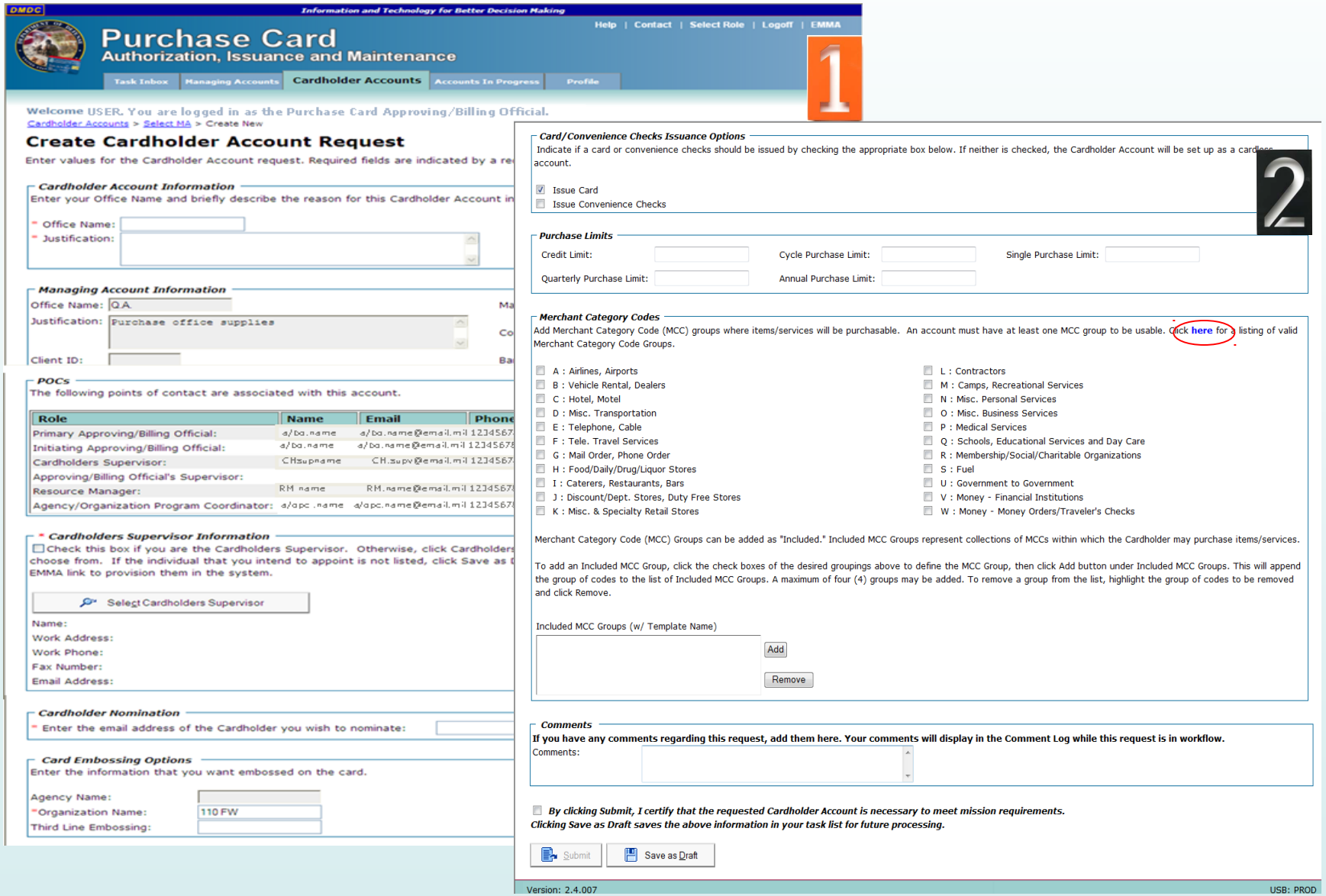


Issuing a Cardholder Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff
1
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Purchase Card Approving/Billing Official.
Initiate Cardholder Account Creation or Maintenance Request
Search for Account
Request New Account
To initiate a request for establishment of a new Cardholder Account, please click on the button below. You will be prompted to select the Managing Account under which you will request to create the Cardholder Account.
Request new Cardholder Account


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
2
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Purchase Card Approving/Billing Official.
Cardholder Accounts > Select MA
Select Managing Account
Search for Account
This table lists the Managing Accounts under which you can request Cardholder Accounts. Please click on the Select button next to the appropriate account or double click on the row to be taken to the Create Cardholder Account Request screen.
Displaying 1 - 2 of 2
To Display 10
Office Name
Justification
Account Number
Select
Office Name 1
To create a Managing Account
**********1219
Select
Office Name 2
To create a Cardholder Account
**********9321
Cancel

Issuing a Cardholder Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile
1
Welcome USER. You are logged in as the Purchase Card Approving/Billing Official.
Cardholder Accounts > Select MA > Create New
Create Cardholder Account Request
Enter values for the Cardholder Account request. Required fields are indicated by a re
Cardholder Account Information
Enter your Office Name and briefly describe the reason for this Cardholder Account in
* Office Name:
* Justification:
Managing Account Information
Office Name: Q.A.
Justification: Purchase office supplies
Client ID:
POCs
The following points of contact are associated with this account.
Role | Name | Email | Phone
Primary Approving/Billing Official: a/bo.name a/bo.name@email.mil 1234567
Initiating Approving/Billing Official: a/bo.name a/bo.name@email.mil 1234567
Cardholders Supervisor: CHsupname CH.supv@email.mil 1234567
Approving/Billing Official's Supervisor:
Resource Manager: RM name RM.name@email.mil 1234567
Agency/Organization Program Coordinator: a/opc.name a/opc.name@email.mil 1234567
* Cardholders Supervisor Information
Check this box if you are the Cardholders Supervisor. Otherwise, click Cardholders
choose from. If the individual that you intend to appoint is not listed, click Save as
EMMA link to provision them in the system.
Select Cardholders Supervisor
Name:
Work Address:
Work Phone:
Fax Number:
Email Address:
Cardholder Nomination
* Enter the email address of the Cardholder you wish to nominate:
Card Embossing Options
Enter the information that you want embossed on the card.
Agency Name:
*Organization Name: 110 FW
Third Line Embossing:
Card/Convenience Checks Issuance Options
Indicate if a card or convenience checks should be issued by checking the appropriate box below. If neither is checked, the Cardholder Account will be set up as a cardless account.
Issue Card
Issue Convenience Checks
2
Purchase Limits
Credit Limit:
Cycle Purchase Limit:
Single Purchase Limit:
Quarterly Purchase Limit:
Annual Purchase Limit:
Merchant Category Codes
Add Merchant Category Code (MCC) groups where items/services will be purchasable. An account must have at least one MCC group to be usable. Click here for a listing of valid Merchant Category Code Groups.
A : Airlines, Airports
B : Vehicle Rental, Dealers
C : Hotel, Motel
D : Misc. Transportation
E : Telephone, Cable
F : Tele. Travel Services
G : Mail Order, Phone Order
H : Food/Daily/Drug/Liquor Stores
I : Caterers, Restaurants, Bars
J : Discount/Dept. Stores, Duty Free Stores
K : Misc. & Specialty Retail Stores
L : Contractors
M : Camps, Recreational Services
N : Misc. Personal Services
O : Misc. Business Services
P : Medical Services
Q : Schools, Educational Services and Day Care
R : Membership/Social/Charitable Organizations
S : Fuel
U : Government to Government
V : Money - Financial Institutions
W : Money - Money Orders/Traveler's Checks
Merchant Category Code (MCC) Groups can be added as "Included." Included MCC Groups represent collections of MCCs within which the Cardholder may purchase items/services.
To add an Included MCC Group, click the check boxes of the desired groupings above to define the MCC Group, then click Add button under Included MCC Groups. This will append the group of codes to the list of Included MCC Groups. A maximum of four (4) groups may be added. To remove a group from the list, highlight the group of codes to be removed and click Remove.
Included MCC Groups (w/ Template Name)
Add
Remove
Comments
If you have any comments regarding this request, add them here. Your comments will display in the Comment Log while this request is in workflow.
Comments:
By clicking Submit, I certify that the requested Cardholder Account is necessary to meet mission requirements.
Clicking Save as Draft saves the above information in your task list for future processing.
Submit
Save as Draft
Version: 2.4.007
USB: PROD

Issuing a Cardholder Account *(cont'd)*

b. Cardholder accepts nomination
   - Acknowledges that they must complete the required training prior to the CA being issued and checks the training acknowledgement box
   - When complete, a PCOLS Task is sent to the Cardholders Supervisor or A/BO Supervisor

c. Cardholders Supervisor or A/BO Supervisor approves CA request
   - If the Cardholders Supervisor **is not** the issuing A/BO, the Cardholders Supervisor verifies the request
   - If the Cardholders Supervisor **is** the issuing A/BO, the A/BO Supervisor verifies the request
   - Reviews the Card/Convenience Checks Issuance Options, Purchase Limits, and MCCs and updates, if necessary
   - When complete, a PCOLS Task is sent to the RM

Issuing a Cardholder Account *(cont'd)*

d. RM fills out financial information and approves the CA request

- Reviews Accounting Validation Code, Default Accounting Codes, Purchase Limits, and MCCs and updates, if necessary
- When complete, a PCOLS Task is sent to the A/OPC

e. A/OPC fills out required data and approves CA request

- Reviews Office Name, Justification, Organization Name, Card/Convenience Check Issuance options, Purchase Limits, UIC*, Identity Verification*, and MCCs and updates, if necessary
- Certifies that the Cardholder has completed their training and enters the date of completion
- Certifies that the Required Delegations and Appointments letter was issued and enters a date for review
- Enters Special Designations for the CA

* **Navy users only**

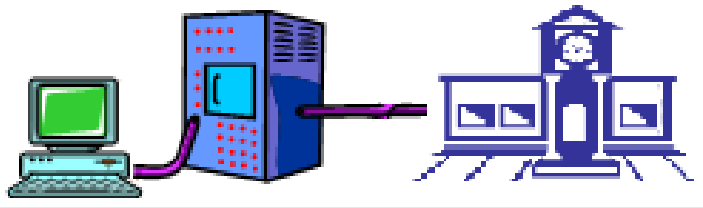
Issuing a Cardholder Account *(cont'd)*

f. AIM sends the CA request to the bank

- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

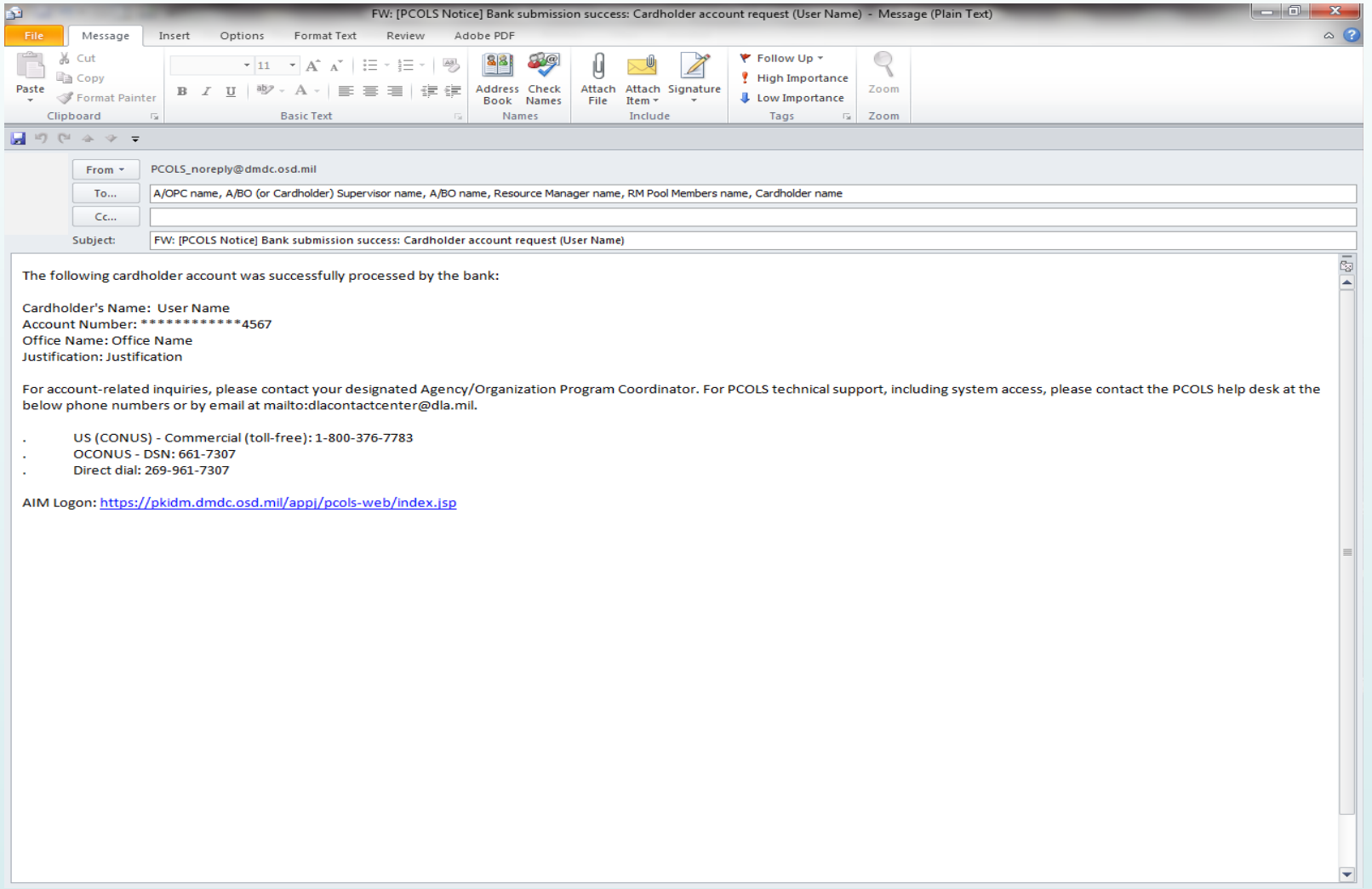
g. After one business day, AIM generates an email notification to all roles involved in issuance that the CA is active, based on bank confirmation

- The Purchase Card will then be shipped; once received, the card must be activated following standard bank procedures



Issuing a Cardholder Account *(cont'd)*

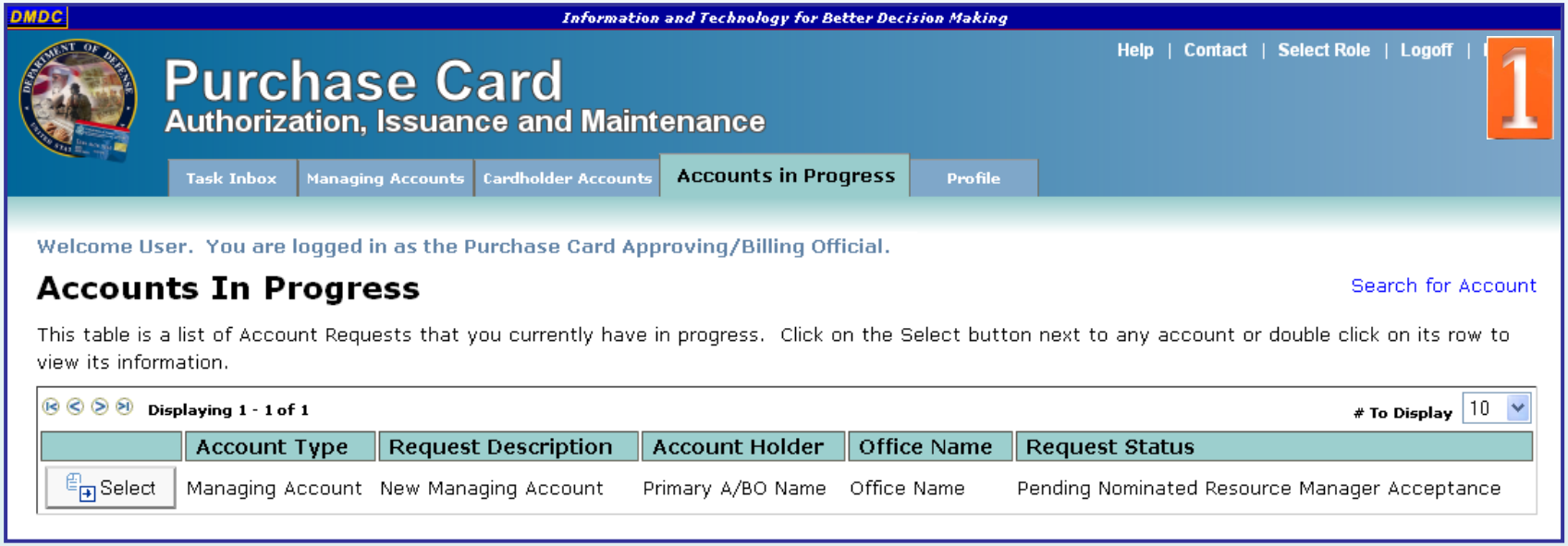
- Cardholder Account has been successfully established!

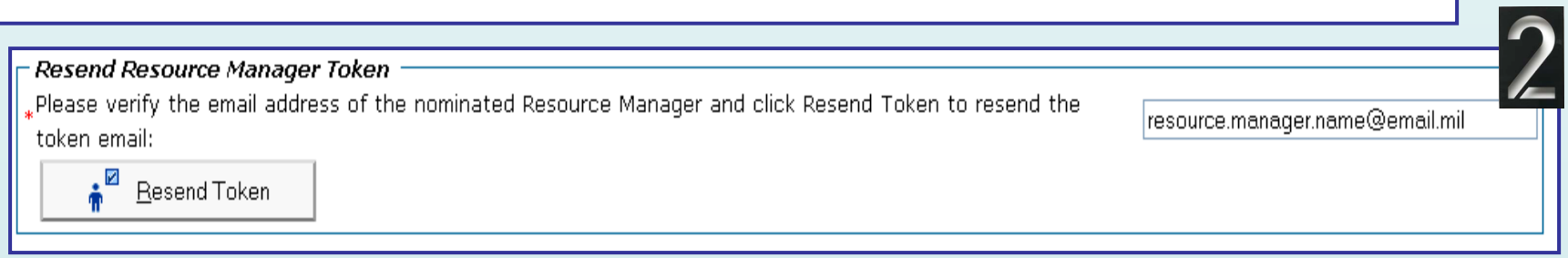


Resending Token and Task Emails

Resending Tokens and Task Emails

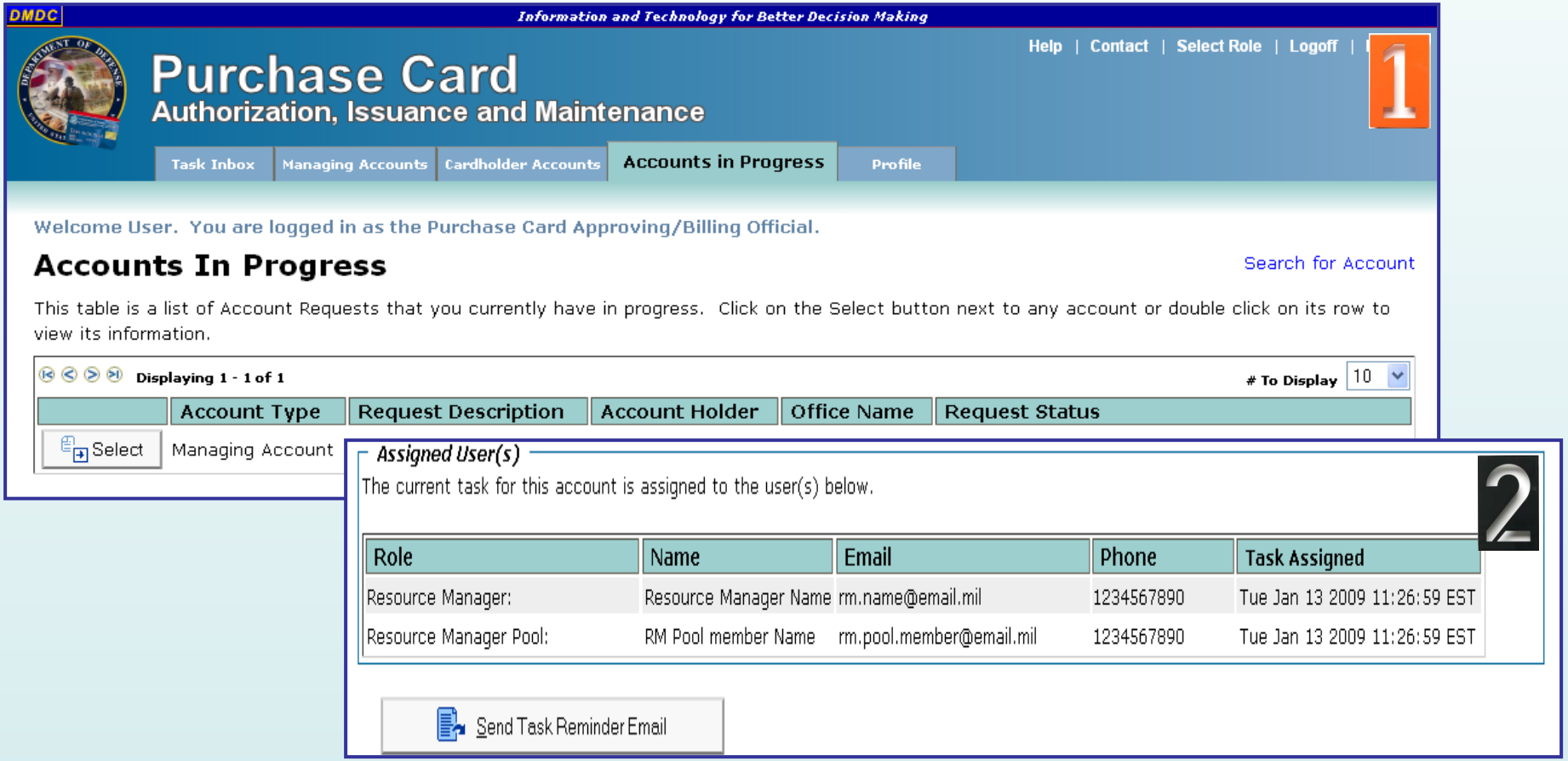
- You can resend a token email through the Accounts in Progress tab
  - Tokens can be resent to the Resource Manager and the Cardholder
  - You can also update the email address of the nominees


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff |
Purchase Card
Authorization, Issuance and Maintenance
1
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Purchase Card Approving/Billing Official.
Accounts In Progress
Search for Account
This table is a list of Account Requests that you currently have in progress. Click on the Select button next to any account or double click on its row to view its information.
Displaying 1 - 1 of 1
To Display 10
Account Type
Request Description
Account Holder
Office Name
Request Status
Select
Managing Account
New Managing Account
Primary A/BO Name
Office Name
Pending Nominated Resource Manager Acceptance


2
Resend Resource Manager Token
*Please verify the email address of the nominated Resource Manager and click Resend Token to resend the token email:
resource.manager.name@email.mil
Resend Token

Resending Tokens and Task Emails *(cont'd)*

- You can also resend task emails through the Accounts in Progress tab
  - PCOLS Tasks can be resent to any user at any time in both account issuance and maintenance workflow



PCOLS Reporting

Learning Objectives

- PCOLS Reporting Overview
- PCOLS Reporting users
- PCOLS Reports
- How to:
  - Select a role
  - Select a report
  - Run a report
  - Generate a report

PCOLS Reporting Overview

- Provides a defined set of reports based on Purchase Card accounts and users of AIM
- Reports can be generated only for organizations in which a user is associated
- PCOLS Reporting uses data from AIM, EMMA, and DEERS

PCOLS Reporting Users

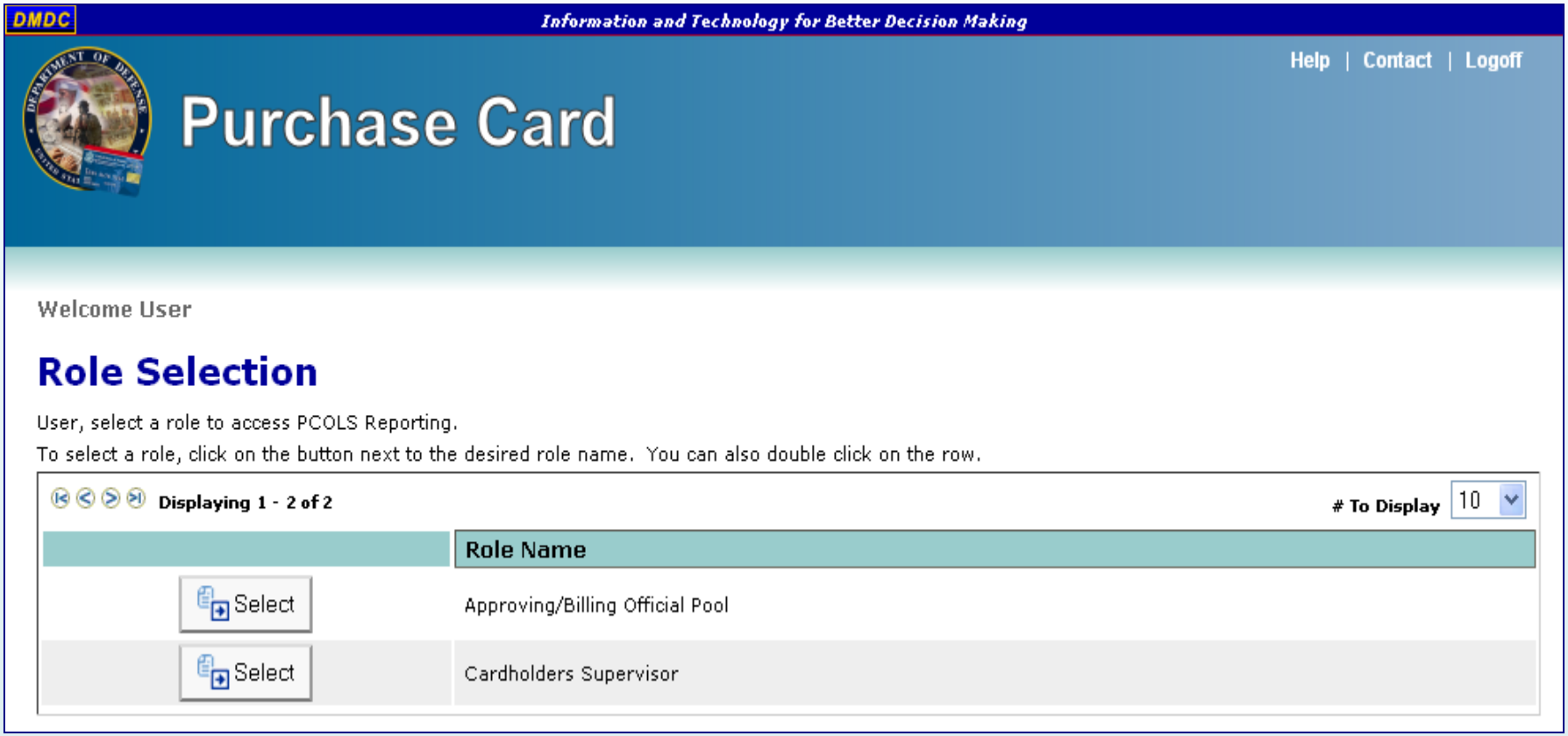
Reports	Resource Manager	PCPO Representative	Acquisition Executive Agent	HCA Agent	High-Level A/OPC Supervisor	A/OPC Supervisor	A/OPC	A/BO Supervisor	A/BO	Cardholders Supervisor
Account Status		x	x	x	x	x	x			
Annual Review of Managing Accounts		x	x	x	x	x	x			
Approving/Billing Official		x	x	x	x	x	x	x		
Case Disposition Detail		x	x	x	x	x	x			
Case Disposition Summary		x	x	x	x	x	x			
Conflict of Interest		x	x	x	x	x	x	x		
Escalated Transaction		x	x	x	x	x	x			
Flagged Transaction		x	x	x	x	x	x			
Infraction Detail		x	x	x	x	x	x			
Program Management		x	x	x	x	x	x			
Provisioning Status		x	x	x	x	x	x			
Purchase Card	x	x	x	x	x	x	x	x	x	x
Recommended Action Summary		x	x	x	x	x	x			
Training Due		x	x	x	x	x	x	x		x
Workflow Aging		x	x	x	x	x	x			

PCOLS Reports

- **Purchase Card Report**– allows users to view a list of Cardholder Accounts that meet the selected reporting criteria.

- * Note: The PCOLS data base will be updated during the 2:00am to 5:00am EST system unavailability window; therefore, current data in all reports will not be available until the next business day.

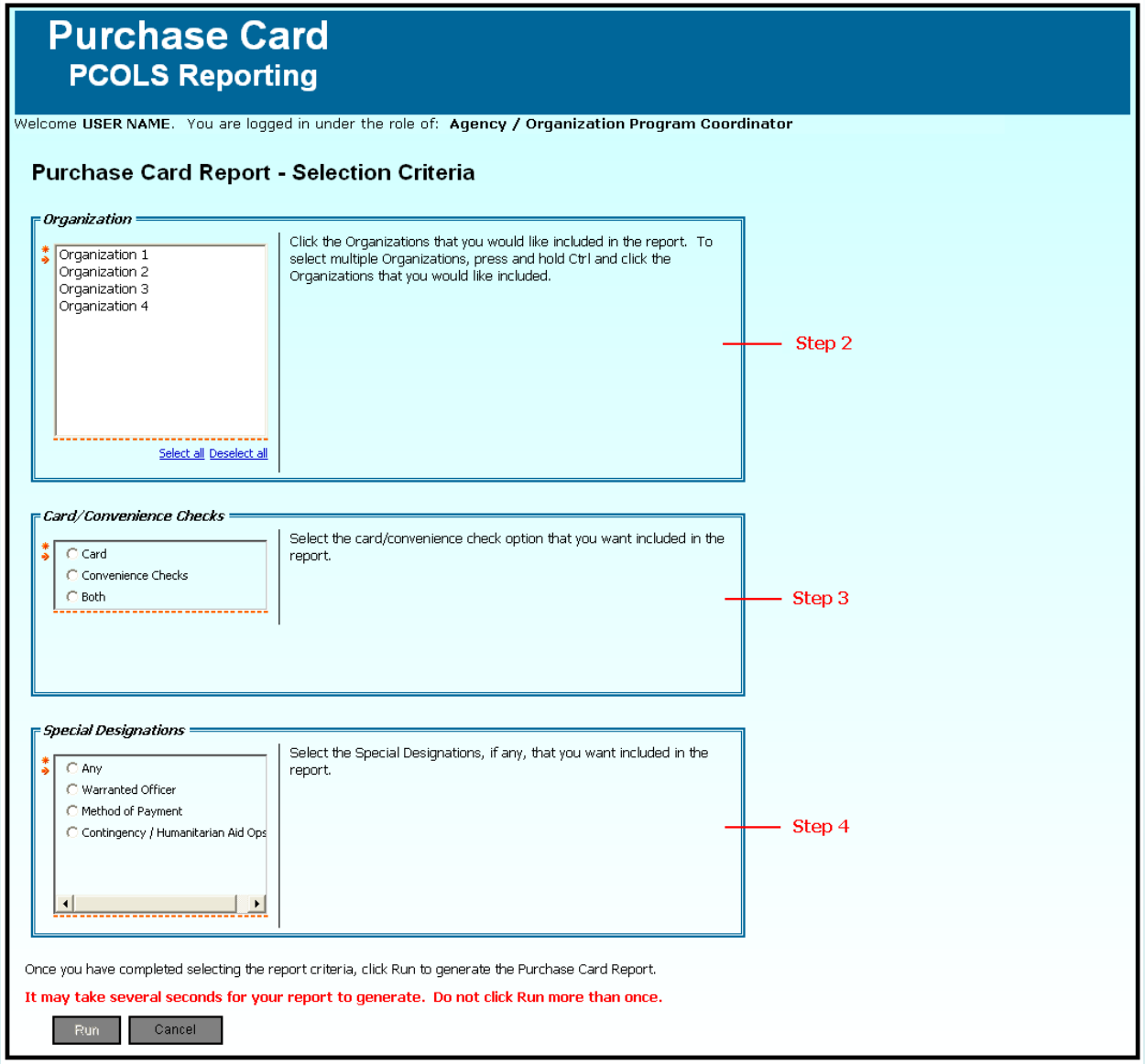
Selecting a Role


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Role Selection
User, select a role to access PCOLS Reporting.
To select a role, click on the button next to the desired role name. You can also double click on the row.
Displaying 1 - 2 of 2
To Display 10
Role Name
Select
Approving/Billing Official Pool
Select
Cardholders Supervisor

Selecting a Report

- Upon selecting your role folder, you will be presented with a list of reports that are available to the selected role.

Running a Report


Purchase Card
PCOLS Reporting
Welcome USER NAME. You are logged in under the role of: Agency / Organization Program Coordinator
Purchase Card Report - Selection Criteria
Organization
Organization 1
Organization 2
Organization 3
Organization 4
Select all Deselect all
Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.
Step 2
Card/Convenience Checks
Card
Convenience Checks
Both
Select the card/convenience check option that you want included in the report.
Step 3
Special Designations
Any
Warranted Officer
Method of Payment
Contingency / Humanitarian Aid Ops
Select the Special Designations, if any, that you want included in the report.
Step 4
Once you have completed selecting the report criteria, click Run to generate the Purchase Card Report.
It may take several seconds for your report to generate. Do not click Run more than once.
Run
Cancel

Generating a Report

Purchase Card Report

Criteria:
Organization(s): Organization 2
Card/Check Option: Both
Special Designations: Any

Organization: Organization 2

Cardholder Account Number	Cardholder Name / Organization Name	Email Address / Phone Number	Card Type	Designation Type(s)	$ Value of Warrant	Cycle Limit / Single Limit	Quarterly Limit / Annual Limit
xxxxxxxxxx12345678	Last Name, First Name Sub Organization A	cardholder.name@email.mil 1234567890	Card			$0.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12341234	Last Name, First Name Sub Organization A	cardholder.name@email.mil 1234567890	Card			$9,000.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12344567	Last Name, First Name Sub Organization B	cardholder.name@email.mil 1234567890	Card			$0.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12346789	Last Name, First Name Sub Organization B	cardholder.name@email.mil 1234567890	Card			$0.00 $25,000.00	$0.00 $0.00
xxxxxxxxxx12347890	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			$12,000.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12340987	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			$10,000.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12342345	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			$0.00 $3,000.00	$0.00 $0.00
xxxxxxxxxx12348910	Last Name, First Name Sub Organization C	cardholder.name@email.mil 1234567890	Card			$0.00 $3,000.00	$0.00 $0.00

PCOLS AIM Reporting
Report Date/Time: Mar 15, 2012 8:02:08 AM

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Requestor: User Name
Role: Agency / Organization Program Coordinator

Purchase Card On-line System (PCOLS)

This concludes the PCOLS Continuous Learning Module for the A/BO